

SHEPTON MALLET TOWN COUNCIL



STANDING ORDERS AND FINANCIAL REGULATIONS

6 JANUARY 2009

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MEETINGS

1. Meetings of the Town Council shall be held at an appropriate place in Shepton Mallet at 7.00 p.m. unless the Council otherwise decides at a previous meeting.
2. Meetings of the Council shall normally be held bi-monthly throughout the year on Tuesdays in accordance with a programme approved by Council, unless the Council decides otherwise with at least 14 calendar day's notification in advance.
3. Three clear days before a meeting, notice of its time and place must be posted in a conspicuous place in the Town or community. If members of the Council are calling the meeting, they must sign it, and in addition, it must specify the business to be transacted. In addition, three days before the meeting, a summons (i.e. the Agenda and any attached supporting documents) specifying the business to be transacted and issued by the proper officer, must be sent to the usual residence of each member.
4. The Clerk shall record every member of the Council attending a meeting of the Council, Committee or Working Party and the data applied to the Attendance Register, which is provided at the following AGM. Apologies and reasons for Member's absence are also to be recorded.
5. Smoking is not permitted at any open public or closed meeting.

THE STATUTORY ANNUAL GENERAL MEETING (AGM)

6. In an election year the Annual Town Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and in a year which is not an election year the Annual Town Council Meeting shall be held on a Tuesday in May as the Council may approve in accordance with their programme of meetings.
7. In addition to the Statutory Annual Town Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

CHAIRMAN OF MEETINGS

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

PROPER OFFICER

9. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:
 - a. To receive declarations of Acceptance of Office
 - b. To receive agreements to observe the Code of Conduct
 - c. To receive and record notices disclosing interests at meetings
 - d. To receive and retain plans and documents
 - e. To sign notices or other documents on behalf of the Council
 - f. To receive copies of bylaws made by another local authority
 - g. To certify copies of bylaws made by the Town Council
 - h. To sign and issue the summons to attend meetings of the Council
 - i. To keep proper records of all Council meetings
 - j. In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

QUORUM

10. One Third of the membership of the Council shall constitute a quorum at meetings of the Council.
11. One Third of the membership of any Committee shall constitute a quorum at meetings of the same Committee.
12. One Third of the membership of any Working Party shall constitute a quorum at meetings of the same Working Party.
13. If a quorum is not present when the Council, Committee, or Working Party meets or if, during a meeting, the number of Councillors present (not counting those debarred by reason of declared interest) falls below the quorum, the meeting shall be abandoned and the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
14. On occasions between Council meetings when urgent action is required, the Town Clerk in consultation with the Chairman of the Council (or the Vice Chairman in his/her absence) shall be authorised to take appropriate action within Policy and Budget of the Council, the only exception being on matters of Health & Safety, subject to a report on the matter being referred to the next Town Council meeting.

VOTING

15. Members shall vote by a show of hands, or, if at least two members request, by signed ballot.
16. If a member so requires, the Clerk shall record the names of the members who are present at the vote on any resolutions so as to show whether they voted for or against it, or abstained. Such request must be made before the vote has been taken.
17. Any member may request that his/her individual vote be recorded in the minutes.
18. Subject to Standing Order 19 and 20 below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.
19. If the person presiding at the AGM would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he/she may not give an original vote in an election for Chairman.

20. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

ORDER OF BUSINESS

21. At each Annual General Meeting the first business shall be:
 - a. To elect a Chairman of the Town Council. To receive the Chairman's Declaration of Acceptance of Office, or, if not then received, to decide when it shall be received.
 - b. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
 - c. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
 - d. To elect a Vice-Chairman.
 - e. To elect Portfolio Holders and to appoint and or, reaffirm membership of Committees and Working Parties as required.
 - f. To inspect any Deeds and Trust Instruments in the custody of the Council.
 - g. To appoint representatives to advisory committees and outside bodies.
 - h. To receive a financial position statement of the Council.
 - i. and thereafter follow the order set out in below:
22. At every meeting other than the AGM the first business shall be to appoint a Chairman if the Chairman / Vice Chairman of the Council are absent and to receive such Declarations of Acceptance of Office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
23. After the first business has been completed, the order of the business, unless the Council otherwise decides on the grounds of urgency, shall be as follows: -
 - a. **Apologies for Absence –**

All members are personally required to submit their apologies and reason for same directly to the Clerk, Chairman of the relevant meeting, or Chairman of the Council by way of verbal, written, mobile text or email prior to the start of the meeting, for recording purposes, to allow management of the meetings quorum and for compliance with Quality Council Status. Such apologies will be noted and then recorded within the Minutes of the respective meeting. If a member fails throughout six consecutive months to attend any meetings of Council, its Committees or Working Parties of which he/she is a member then he/she automatically ceases to be a member of the Council and delegated power is afforded to the Clerk to give formal notice of a casual vacancy. A member may submit a written request to Council for consideration of continued and extended absence within the same six month period however this will require full resolve of Council.
 - b. **Members Declarations of Interest**
 - i. To receive written declarations from Members relating to the Agenda.
 - c. **Guest Speaker Presentation -**
 - i. This item may be included within the Agenda at the discretion of the Chairman in consultation with the Clerk. It provides a maximum timescale of 30 minutes for a specific presentation including question and answer session for an invited Guest Speaker on a specific matter.
 - d. **Public Forum -**
 - i. During which the meeting stands adjourned to afford each public speaker a maximum of 3 minutes.

- ii. Should a matter be raised during the Public Forum that requires urgent action, this is to be dealt with under the powers delegated to the Clerk in consultation with the Chairman, the Chairman having judged the views of members during the Public Forum session; and that further consideration be deferred to a subsequent meeting, including approval of the action taken.
 - iii. At all meetings of the Council the Chairman will at a convenient time in the transaction of business, allow any members of the public to make representations, answer any questions or give evidence relating to the matter or business being transacted at the meeting. The opportunity will also apply to any member who is otherwise excluded due to a declared interest as per Standing Order 120.
- e. **Chairman's Announcements -**
- i. This item provides an opportunity for the Chairman to give details of his/her past and future engagements. Also members' may make announcements. It is not intended that this item should be used to raise matters for debate or pass resolutions to take action; it is intended for an exchange of information only.
- f. **Minutes -**
- i. To read and consider the Minutes of the previous meeting provided that a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - ii. Minutes of the last meeting - to consider correction of accuracy if necessary, and then to approve the minutes of the last meeting by way of signature by the person presiding as a correct record.
- g. **Matters arising from the Minutes -** to deal with any unfinished business from the previous meeting, which is not already provided on the current agenda and to deal with business expressly required by statute to be done.
- h. **Somerset County Council Update -** to receive update from representative or members and consider any matter.
- i. **District Council Update –** to receive update from representative or members, to consider any matter and to nominate a member to attend the next Central Mendip Community Partnership meeting of the District Council to utilise the available Parish Slot if required.
- j. **Matters to be noted –** to note all matters which are envisaged will require no other resolve than to be noted. Matters to be provided in list format and voted on as one list. Matters can be further considered if needed but should a resolve be required then the matter should be voted for inclusion as an agenda item at a future / appropriate meeting.
- k. **Planning Recommendations Committee Minutes –** to note the minutes and resolve of any meeting post the previous Council meeting. These minutes will be supplied to all members of the Council as soon as practical following any meeting of the Planning Recommendations Committee.
- l. **Service Delivery Committee Minutes –** to note and appraise the minutes and resolves from the latest meeting of the Committee. These draft minutes will be supplied to all members of the Council as soon as practical following the meeting of the Service Delivery Committee.
- m. **Community Development Working Party –** to receive, appraise the notes and consider recommendations from the latest meeting of the Working Party. These notes will be supplied to all members of the Council as soon as practical following the meeting of the Community Development Working Party. Any matters for resolve by full Council are to be listed upon the respective agenda.

- n. **Finance** – Accounts for Payment by Cheque, Direct Debit and Confidential Salary Payments. The schedule is provided on coloured paper to note the “Confidential” status of payments and is to be provided to all members at the same time as the agenda for the meeting. Public copies are provided on plain paper with the “Confidential Payments” deleted from the schedule at the same time as the agenda for the meeting. The approved schedule is to be signed by any two signatories from the bank mandate normally the Chairman, Vice Chairman and/or Administration Portfolio Holder. When approved the same two members are to sign each cheque required from the schedule along with their initials upon the respective cheque stub and invoice.
- o. **Items for the next meeting** - Other items may be generated in a number of ways and would normally be dealt with by the respective Committee / Working Party. Members may however request any matter to be dealt with as a main agenda item as long as they are received no later than 5 clear working days before a Council Meeting and are approved by the Chairman and if applicable the relevant Portfolio Holder.

URGENT BUSINESS

- 24. A motion to vary the order of business on the grounds of urgency:
- 25. May be proposed by the Chairman or by any other member and, if proposed by the Chairman, may be put to the vote without being seconded, and:
- 26. Shall be put to the vote without discussion.

CONDUCT OF BUSINESS

- 27. The Conduct of each item of business on the Agenda shall be by way of discussion and this discussion will normally end with the submission of a resolution and a vote upon it.
- 28. During the discussion, members shall indicate their desire to speak and shall address the Chair.
- 29. If two or more members start to speak simultaneously to signify their wish to do so, the Chairman shall call on one of them to speak and the others shall be silent.
- 30. Whenever the Chairman speaks during a discussion, all other members shall be silent.
- 31. The ruling of the Chairman on all matters shall be accepted; but, a Member shall have the right to move without notice a resolution to the effect that: "This Council has no confidence in the Chair"
- 32. If seconded, this resolution shall supersede all other business and shall be voted on without discussion. If the resolution is passed, the Chairman shall immediately vacate the Chair and the next business of the Council shall be to appoint a new Chairman for the meeting.

RESOLUTIONS MOVED ON NOTICE

- 33. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 5 clear working days before the next meeting of the Council.
- 34. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.

35. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
36. Every resolution or recommendation shall be relevant to some subject over, which the Council has power or duties, which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

37. Resolutions shall be moved without notice on the following matters: -
 - a. To appoint a Chairman for the meeting.
 - b. To correct the Minutes. Discussion on this resolution shall be confined to the matter of the accuracy of the Minutes.
 - c. To approve the Minutes.
 - d. To alter the order of business.
 - e. To proceed to the next business.
 - f. To adjourn the consideration of the matter under discussion.
 - g. To refer a matter to a Committee, or Working Party.
 - h. To appoint a Committee, Working Party or any members thereof
 - i. To authorise the sealing of a document.
 - j. To adopt a report.
 - k. To amend a motion.
 - l. To give consent of the Council when such consent is required by these Standing Orders.
 - m. To give leave to withdraw a motion or an amendment.
 - n. To exclude the press and public (but see Standing Order No.131)
 - o. To silence or eject from the meeting, a member named for misconduct.
 - p. To invite a Member having an interest in the subject under discussion to remain.
 - q. To apply the closure to a discussion, under the terms of Standing Order No.69 / 70.
 - r. To suspend any Standing Order. (refer to Order No.228)
 - s. To adjourn the meeting.

QUESTIONS

38. A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, provided 5 clear working days notice of the question has been given to the person to whom it is addressed.
39. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
40. Every question shall be put and answered without discussion.
41. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

42. No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.
43. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
44. A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
45. A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

46. No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
47. An amendment shall be either:-
 - a. To leave out words;
 - b. To leave out words and insert others;
 - c. To insert or add words.
48. An amendment shall not have the effect of negating the resolution before the Council.
49. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
50. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
51. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
52. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
53. A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood.
54. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
55. When a resolution is under debate no other resolution shall be moved except the following:-
 - a. To amend the resolution;
 - b. To proceed to the next business;
 - c. To adjourn the debate;
 - d. That the question be now put;
 - e. That a member named be not further heard;
 - f. That a member named leave the meeting;
 - g. That the resolution be referred to a committee or working party;
 - h. To exclude the public and press;
 - i. To adjourn the meeting.
56. A member shall remain seated when speaking unless requested to stand by the Chairman.
57. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

58. Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide whom to call upon.
59. Whenever the Chairman speaks during a debate all other members shall be silent.

DISORDERLY CONDUCT

60. All members must agree to abide by and observe the Code of Conduct, adopted by the Council a copy of which is appendix to these Standing Orders.
61. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
62. If, in the opinion of the Chairman, a member has broken the provisions of paragraph 61 above of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England).
63. If any of the motions mentioned in S/Os 60 to 62 above is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

64. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote.
65. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
66. A member exercising a right of reply shall not introduce a new matter.
67. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

68. A member may, with the consent of his seconder, move amendments to his own resolution.

CLOSURE

69. At the end of any speech a member may, without comment, move "That the question be now put", "That the discussion be now adjourned" or "That the Council do now adjourn". If such a motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently discussed, but not otherwise, he/she shall forthwith put the motion.
70. If the motion "That the question be now put" is carried, The Chairman shall call upon the mover of the resolution under discussion to exercise or waive his/her right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a discussion or of the Council shall not prejudice the mover's right of reply at the resumption.

RESCISSION OF PREVIOUS RESOLUTION

71. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least one third of the membership of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee or working party.
72. When a special resolution or any other resolution has been moved under these provisions, no similar resolution may be moved on the same matter within a further six months.

VOTING PROCEDURE ON APPOINTMENTS

73. Where more than two Councillors or other persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, all but the top two candidates shall be eliminated before the second ballot and a fresh vote taken until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

74. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council, Committee or Working Party has decided whether or not the press and public shall be excluded. (See Standing Order No.131)

RESOLUTIONS ON EXPENDITURE

75. A resolution which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
76. Orders for the payment of money shall be authorised by resolution of the Council or on calendar months when the Council are not scheduled to meet this authority is delegated to the Service Delivery Committee and signed by two members authorised under the current bank mandate, which will normally be the current Chairman and Vice Chairman of the Council and the Administration Portfolio Holder.

SEALING OF DOCUMENTS

77. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
78. A resolution moved under the provisions of Standing Order No 77 may be sealed by the Chairman and Vice-Chairman on behalf of the Council, any document required by law to be issued under seal, which must be undertaken in the presence of the Proper Officer of the Council.

SPECIAL MEETINGS

79. The Chairman may summon an additional meeting of the Council, or any Committee / Working Party any time. An additional meeting shall also be summons on the requisition in writing of not less than a quarter of the members of the Council / Committee / Working Party. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
80. The Committee or Working Party Chairman may summon an additional meeting of their Committee / Working Party at any time.

PLANNING RECOMMENDATIONS COMMITTEE

81. The Council shall appoint a Planning Recommendations Committee to consider planning applications including related matters of Planning Enforcement, Certificate of Lawfulness, Street Naming etc received from the District Council or any other Consultation source.
82. The Planning Recommendations Committee shall have executive authority on behalf of the Council to send resolves and comments on planning applications sized up to 10 number development units directly to the respective Planning Authority and to consider environmental and traffic matters associated with Strategic Planning Applications in order to make recommendations to the Town Council. Strategic and large (over 10 development units) are to be considered and resolved by full Council.
83. The Committee shall usually meet at intervals of two / three weeks, or as it determines in order to make prompt and timeous response to the Planning Authority.
84. The Committee shall consist of maximum 11 members of the Town Council, shall elect its own Chairman and shall have a quorum of one third of its members.
85. The Chairman shall in the case of an equality of votes have a second and casting vote.
86. The Chairman of the Committee or the Chairman of the Council shall have discretion to refer a planning application to the full Council. (Explanatory note: since all Councillors will receive Committee papers, it will only be necessary for the Chairman to convert a scheduled Committee meeting into a full Council meeting on 3 clear days notice in order to exercise his right to refer an application to the Council).
87. In the event of urgent action being required between Committee meetings, the authority delegated to the Town Clerk in consultation with the Chairman, Vice-Chairman of the Council and the Chairman of the Planning Recommendations Committee shall only cover those planning matters where if the Town Council did not make a response before the next meeting of the Committee or the Council (whichever is the sooner) it would lose its opportunity to do so.

PLANNING APPLICATIONS

88. The Clerk shall, as soon as it is received, enter in a file kept for the purpose, the following particulars of every planning application notified to the Council:
 - a. The date on which it was received;
 - b. The name of the applicant;
 - c. The place to which it relates;
 - d. A summary of the nature of the application;
 - e. The Council's recommendations;
 - f. The date on which the response was returned;

SERVICE DELIVERY COMMITTEE

89. The Council shall appoint a Service Delivery Committee to consider matters relating to the service delivery provided by the Town Council. This will include Portfolio areas of Administration, Collett Park, Footpaths and Properties.
90. The Service Delivery Committee shall have delegated authority on behalf of the Council to resolve all Town Council service delivery matters encompassed within the Administration, Collett Park, Footpaths and Properties Portfolios and on calendar months when the Council are not scheduled to meet the authority to authorise resolution on expenditure (refer S/O 76).
91. The Committee shall consist of all elected Portfolio Holders (Administration, Collett Park, Community & Leisure, Footpaths, Properties & Regeneration), the Chairman of all Committees (Planning) and the Chairman and Vice-Chairman of the Council (maximum 9 members).

92. The Committee shall usually meet on the first Tuesday bi-monthly as promulgated in the meeting schedule resolved by full Council.
93. The Committee shall elect its own Chairman / Vice-Chairman and shall have a quorum of one third of its members.
94. The Chairman shall in the case of an equality of votes have a second and casting vote.
95. The Chairman of the Committee or the Chairman of the Council shall have discretion to refer a matter to the full Council.
96. The Service Delivery Committee is to consider all Precept proposals brought forward from Council, its Committees and Working Parties and to submit a draft Precept to the Council for consideration and resolve in good time for compliance with the timescale requirements as set by the District Council.

COMMUNITY DEVELOPMENT WORKING PARTY

97. The Council shall appoint a Community Development Working Party to investigate, consider and make recommendations to full Council in matters relating to Community Development (non service delivery matters provided by the Town Council). This will include the Portfolio areas of Community & Leisure and Regeneration.
98. The Working Party shall usually meet on the third Tuesday bi-monthly as promulgated in the meeting schedule resolved by full Council.
99. The Working Party shall consist of all serving Town Councillors (16 number).
100. The Working Party shall elect its own Chairman / Vice Chairman and shall have a quorum of one third of its members.
101. The Chairman shall in the case of an equality of votes have a second and casting vote.

PORTFOLIO HOLDERS

102. The Council at the AGM will elect Portfolio Holders to lead and manage in areas of Administration, Collett Park, Community & Leisure, Footpaths, Properties and Regeneration.
103. **Administration Portfolio**
 - a. **SCOPE** - Asset Register, Council Administration, Internal Audit, External Advisors, External and Internal Audit, Finance, Legislation, Personnel, Quality Parish Councils, S.A.L.C. and The Standards Board.
 - b. **AIMS & OBJECTIVES** - To see the smooth running of the Council, oversee the audit both internal and external and to deal with all administrative and personnel matters of the Council.
104. **Collett Park Portfolio**
 - a. **SCOPE** - Collett Park and Collett Park Events.
 - b. **AIMS & OBJECTIVES** - To maintain, develop and encourage use of park facilities for the enjoyment of the public within budgetary constraints.
105. **Community & Leisure Portfolio**
 - a. **SCOPE** - Care and Safety, Churchyards, Cemeteries, Crime and Disorder, Education, Environment, Entertainment, Grants, Highways, Leisure, Tourism, Transport and Twinning Association.

- b. **AIMS & OBJECTIVES** - Monitor, encourage and develop existing amenities in the town and also those, which affect the town. Administer Community and General Grants from Council.

106. **Footpath Portfolio**

- a. **SCOPE** - Bridleways, CPRE, Cycleways, Footpaths, Footpath Clearance, Mendip Hills ANOB, Rights of Way, Ramblers Association.
- b. **AIMS & OBJECTIVES** - To maintain the existing system of Definitive and Non-Definitive footpaths within the Parish Boundary. To promote and encourage the use of footpaths by the community and visitors to the Town. To liaise and work in partnership with the County / District Rights of Way Officers and any external organisations.
- c. To collate and maintain a database of the footpath network within the Parish and an efficient / cost effect programme of maintenance to the footpaths.

107. **Properties Portfolio**

- a. **SCOPE** - Allotments, Cenotaph, Council Offices, Flagpole, Notice Boards, Park Road Depot, Rectory Road Bus Shelter, Shambles, Town Clock, Victoria Fountain.
- b. **AIMS & OBJECTIVES** – To promote the town through efficient use of the assets owned by the Council and to ensure that they are correctly maintained and kept to a professional standard.

108. **Regeneration Portfolio**

- a. **SCOPE** - Chamber of Commerce, Community Projects, Conservation Areas, District Area Regeneration Officer, Employment, Enhancement Schemes, External Agencies, Heritage Economic Regeneration, Housing, Local Plans, Markets, Manufacturing, Parish Plans, Planning Briefs, Promotional Marketing, Regional Development, Retail Environment, Shepton 21 and the Town Centre.
- b. **AIMS & OBJECTIVES** - Promote prosperity and well being within the Town. To develop policies and strategies to tackle social exclusion and to work with partners and agencies to develop services that are relevant to the Town and to promote the Town.

ADDITIONAL WORKING PARTIES

- 109. The Council may at any time appoint an additional Working Party. This will consist of a group of Councillors who are appointed to enquire in detail into a particular subject and report back. The Working Party may consult with non-council members and shall have no executive powers.

ANNUAL PRECEPT

- 110. The Council's precept shall normally be decided at the meeting of full Council to be held in January. The necessary reports and financial statements shall be provided to Committees and Working Parties by the Clerk during October each year, or such other time as shall previously be approved. The Service Delivery Committee will consider the reports, financial statements and proposals for the precept normally during December, or such other time as shall previously be approved to provide recommendations to Council.
- 111. Proposals, recommendations and estimates for incurring expenditure in the following financial year shall be given to the Clerk in writing by each Chairman (Planning, Service Delivery & Community Development) at least 14 days prior to the meeting of the Service Delivery Committee normally held in December each year or at any other date at the discretion of the Chairman of the Council in consultation with the Clerk.

PRESENCE OF NON-MEMBERS AT MEETINGS

112. A member who has proposed a resolution, which has been referred to any committee or working group of which they are not a member, may explain their resolution to that meeting but shall not vote.

FINANCIAL PAYMENTS

113. Except as provided in Standing Order No.76 or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
114. Where it is necessary to make a payment before it has been authorised by the Council, e.g. wages, direct debits, in order to receive discounts, avoid additional charges etc., such payments shall be certified as to their correctness and urgency by the Town Clerk.
115. All payments authorised under Standing Order No.114 above shall be included in the next schedule of payments laid before the Council or the Service Delivery Committee (which ever is the soonest).
116. Orders for the payment of money shall be authorised by resolution of the Council or as under Standing Order No.113 above, shall be signed by any two Members nominated from the current bank mandate.
117. The Clerk shall provide a monthly financial schedule attached as "Appendix A" to the minutes of the meeting at which the accounts were approved.

DECLARATION OF MEMBERS INTERESTS

118. If a member has a personal interest as defined by the Code of Conduct adopted by the Council then he/she shall declare and submit written declaration of such interest, disclosing the existence and nature of that interest, at the meetings agenda point of "Members Declarations of Interests" or as soon as it becomes apparent.
119. If a member who has declared a personal interest then considers the interest to be prejudicial, he shall declare that, and , after making any representations, answering any questions or giving evidence relating to that business, he must withdraw from the room or chamber during consideration of the item to which the interest relates.
120. A copy of the Code of Conduct is to be provided by the Clerk to all members on completion of their Declaration of Office and Agreement to Observe the Code of Conduct.
121. The Monitoring Officer of the Responsible Authority will maintain and hold a register of member's interests as required by statute. The Clerks responsibility will be to ensure that any documentation supplied by members is forwarded to and a receipt obtained from the Monitoring Officer.
122. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee or working party any such disclosure. Where a relationship to a member is disclosed, this Standing Order shall apply.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

123. Canvassing of members or of any committee or any working party, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

124. A member of the Council shall not solicit for any person an appointment under the Council or recommend any person for such an appointment or for promotion, but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
125. Standing Orders Nos.124 and 125 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

126. A member may for the purpose of his/her duty, inspect any document in the possession of the Council and shall on request be supplied with a copy.
127. All Minutes and Reports kept by the Council, Committee or Working Party shall be open for the inspection of any member of the Council.
128. The Minutes of the Council shall be open to inspection by any elector without payment; (excluding information supplied in closed session in accordance with the terms of Standing Order No.131). Copies of Minutes required by any elector may be charged for according to the cost involved.
129. Copies shall be available from the Town Website.

UNAUTHORISED ACTIVITIES

130. No member of the Council or of any Committee or Working Party shall in the name of or on behalf of the Council:
 - a. Inspect any lands or premises which the Council has a right or duty to inspect; or
 - b. Issue orders;
 - c. Unless authorised so to do by the Council, Committee or Working Party.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

131. The public and press shall be admitted to all meetings of the Council and its Committees which, may however, temporarily exclude the public by means of the following resolutions: "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"
132. At all meetings of the Council the Chairman may at his/her discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
133. The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no external audio or video recording or photographs of the meeting without the express approval of the Council. (also refer to S/O 137 to 140).
134. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

CONFIDENTIAL BUSINESS

135. No member of the Council or of any Committee or Working Party shall disclose to any person, not a member of the Council, any business declared to be confidential by the Council, the Committee or Working Party as the case may be.

136. Any member in breach of the provisions of the above paragraph of this Standing Order shall be removed from any committee or working party of the Council by the Council.

RECORDING OF MEETINGS BY AUDIO TAPES

137. Audio taping of any meeting of the Council, Committee, Working Party or any other meeting is permitted by use of Council equipment only for the sole internal use of the Clerk for the purpose of producing draft minutes, reports or notes to that meeting. (also refer to S/O 133).

138. Following approval of the Minutes, Report or Notes taken from the audiotapes then the same tapes can be recycled in turn for future meetings as required by the Clerk.

139. Should any member wish to verify any recording then this will be at the discretion of the Chairman in consultation with Clerk.

140. The audio tapes are for strict internal use and are not to be provided or copied to any non-Council member or body. Tapes are to be erased following resolve / approval of the Minutes / Report that is recorded on any such tape.

CO-OPTION OF COUNCILLORS

141. The Co-option method is only to be instigated following formal consultation and notice as required by the Electoral Roll Officer (ERO) of the District Council.

142. Applications in writing are to be received in advance and copies of the applications are to be sent to all Councillors with the Agenda for the relevant meeting.

143. All applicants who qualify as candidates stand at the first ballot, where each Councillor has one vote.

144. If one candidate obtains over 50% of the votes cast, he/she is duly elected.

145. If no candidate obtains this figure, -

- a. all but the top two candidates shall be eliminated, and
- b. a second ballot will be taken.

146. Ballots are to be secret.

147. The voting is to be on the basis of written applications.

CODE OF CONDUCT COMPLAINTS

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

FINANCIAL REGULATIONS - GENERAL (FR)

149. These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

150. The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.

151. The RFO shall be responsible for the production of financial management information.

ANNUAL ESTIMATES AND PRECEPT (FR)

152. Each Committee and Working Party shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of October each year.
153. Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.
154. The Council shall review the estimates and draft Precept provided by the Service Delivery Committee at the January meeting in each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
155. The annual budgets shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL (FR)

156. Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
157. No expenditure may be incurred which, will exceed the amount provided in the revenue budget without prior approval of Council.
158. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
159. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the Council as soon as practicable thereafter.
160. Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
161. No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
162. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

ACCOUNTING AND AUDIT (FR)

163. All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 as amended.
164. The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
165. The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.
166. The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 1996 as amended. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

167. The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing following each Internal Audit visit with a minimum of one annual report in respect of each financial year.
168. The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 1996 as amended.
169. The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

BANKING ARRANGEMENTS AND CHEQUES (FR)

170. The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
171. A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council or (in Calendar months when Council is not scheduled to meet) to the Service Delivery Committee.
172. If the schedule is in order it shall be authorised by a resolution of the Council or (in Calendar months when Council is not scheduled to meet) by the Service Delivery Committee and shall be signed by any two members from the current bank mandate. The schedule is to be recorded in the Minutes of the Meeting.
173. Cheques drawn on the bank account in accordance with the schedule referred to in Standing Order No.171 & 172, shall be signed by any two members from the current bank mandate.
174. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the respective invoice.

APPROVAL OF ACCOUNTS FOR PAYMENT AND PETTY CASH (FR)

175. All payments shall be effected by cheque or other order drawn on the Council's bankers.
176. All invoices for payment shall be examined, verified and certified by the RFO. The RFO shall satisfy him/herself that the work, goods or service's to which the invoice relates shall have been received, carried out, examined and approved.
177. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
178. The RFO shall maintain as petty cash float of £30 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
179. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
180. Payments to maintain the petty cash float shall be shown separately on the schedule of payments (Standing Order 172) and presented to Council or (in Calendar months when Council is not scheduled to meet) to the Service Delivery Committee.

PAYMENT OF SALARIES (FR)

181. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
182. Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates and shall be authorised by a resolution of the Council or (in Calendar months when Council is not scheduled to meet) by the Service Delivery Committee.

183. In every year, not later than the meeting at which the precept/estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 74 must be read in conjunction with this requirement.

LOANS AND INVESTMENTS (FR)

184. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
185. The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).
186. All investments of money under the control of the Council shall be in the name of the Council.
187. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.
188. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

INCOME (FR)

189. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
190. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
191. The Council will review all fees, rents and charges annually, following a report of the Clerk.
192. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
193. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
194. The origin of each receipt shall be entered on the paying-in slip.
195. Personal cheques shall not be cashed out of money held on behalf of the Council.
196. Monies received in respect of Charitable Trusts are to be paid into the respective dedicated bank accounts.
197. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year-end.
198. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

ORDERS FOR WORK, GOODS AND SERVICES (FR)

199. An official order or letter shall be issued for all work, goods and services over £50 unless a formal contract is to be prepared or an official order would be inappropriate. Order books shall be controlled by the RFO and copies of orders shall be retained attached to the approved invoice.
200. All members and Officers are responsible for obtaining value for money as all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

201. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

CONTRACTS (FR)

202. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (a) to (f) below:

- a. for the supply of gas, electricity, water, sewerage and telephone services;
- b. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- c. for work to be executed or goods or materials to be supplied which consist of maintenance or repairs to existing machinery plant or equipment;
- d. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- e. for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of Council);
- f. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

203. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

204. In cases where the contract is expected to exceed £500 but not exceed £4,999, the RFO shall strive to obtain at least three suppliers to provide quotations / estimates.

205. Where it is intended to enter into a contract exceeding £5,000, but not exceeding £14,999 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least two weeks public notice of such intention in the same manner as public notice of meetings of the Council is given and shall invite tenders or expressions of interest in tendering during that period.

206. Where the value of the intended contract exceeds £15,000, similar notice shall be given in addition to firms included in the appropriate standing approved list of contractors maintained by the Town or/ and District Council, or if no such list of appropriate contractors is maintained, then in such newspapers circulating in the district as the Council shall direct.

207. Where delay might cause problems, the Council, or Committee to which it may delegate this task, may approve a different procedure to be followed, to that set out in S/O 206 above.

208. Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk and the last date by which those tenders should reach that person in the ordinary course of post. 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.

209. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

210. If less than three tenders are received or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

211. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (FR)

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

STORES, EQUIPMENT AND STOCK (FR)

215. 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.
216. Stocks shall be kept at the minimum levels consistent with operational requirements.
217. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

PROPERTIES AND ESTATES (FR)

218. The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.
219. No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

INSURANCES (FR)

220. Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers.
221. The RFO shall give prompt notification to the insurers of all new risks, properties or vehicles, which require to be insured and of any alterations affecting existing insurances.
222. The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
223. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
224. All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by the Council.

RISK MANAGEMENT (FR)

225. The Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.
226. When considering any new activity the Clerk and RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

CHARITIES (FR)

227. Where the Council is sole trustee of a Charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

228. Any part of the Standing Order except Nos. 6, 7, 8, 10, 11, 12, 16, 18, 19, 20, 21a, 21b, 21c, 21d, 22, 23eii, 23f, 60, 62, 76, 94, 101, 120, 124, 126, 132 and 136 may be suspended by resolution in relation to any specific item of business.

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

REVISION OF FINANCIAL REGULATIONS (FR)

230. It shall be the duty of the Council to review the Financial Regulations (FR) of the Council from time to time.

STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT TO BE PROVIDED TO MEMBERS

231. A copy of these Standing Orders, Financial Regulations and the Code of Conduct shall be given to each member by the Clerk upon delivery to him/her of the Member's Declaration of Acceptance of Office and written undertaking to observe the Code of Conduct adopted by the Council.

INTERPRETATION OF STANDING ORDERS AND FINANCIAL REGULATIONS

232. The ruling of the Chairman as to the construction or application of any of these Standing Orders and Financial Regulations to any proceedings of the Council and shall not be challenged at that meeting of the Council.

The above Standing Orders and Financial Regulations were approved and adopted at a meeting of the Shepton Mallet Town Council held on the 6 January 2009.

Councillor J.D. Bartlett **Signature**_____

Chairman

Date: _____

Councillor J.M. Marsh **Signature**_____

Vice-Chairman

Date: _____