



Yscir Community Council

Clerk

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**The Annual Meeting of Yscir Community Council will be held at Cradoc Golf Club
on Wednesday 8 May 2019 at 7.30pm**

AGENDA

- 1) Apologies for absence
- 2) Declarations of Interest
- 3) Election of Chairman
- 4) Chairman's Declaration of Acceptance of Office
- 5) Election of Vice Chairman
- 6) To confirm acceptance of the Code of Conduct and to update the register of Members' interests
- 7) Minutes of the Council Meeting held on 27 March 2019
- 8) Clerk's report including information from minutes
- 9) Minutes of the Planning Committee meeting held on 26 April 2019
- 10) To review the Council's Financial Regulations
- 11) To review the Council's Standing Orders
- 12) To confirm membership and remit of the Planning Committee
- 13) To approve the Information And Data Protection policy, Privacy Notice and Data Audit, updated to take into account the General Data Protection Act
- 14) To review the newsletter distribution arrangements and update property lists
- 15) To consider any suggestions put forward for a war memorial
- 16) To review the litter pick arrangements
- 17) To approve the Clerk's attendance at a SLCC training course in Llandrindod, cost £40
- 18) Financial Matters
 - 18.1 To note the outcome of the meeting with the internal auditor and to receive his report (section 4 of the Annual Return)
 - 18.2 To approve The Annual Return
 - 18.3 To approve the Clerk's hours and expenses for March and April
 - 18.4 To authorise the following payments:

Cheque	Payee	Description	Amount excl VAT	VAT	Total
253	HMRC	PAYE for January to March	£106.00	0	£106.00
254	Mr M Westhorpe	Newsletter printing costs	£160.00	0	£160.00
255	Cradoc Golf Club	Litter Pick refreshments	£20.00	0	£20.00
256	Mr M Westhorpe	Clerk's pay March and April	£414.70	0	£414.70
257	Mr M Westhorpe	Clerk's expenses March and April	£19.35	0	£19.35

18.5 To note the financial position of the Council as contained in the cashbook and budget monitoring spreadsheet

- 19) To note the response received by Environmental Health about barking dogs
- 20) Planning Application 19/17325/FUL (BBNPA) : proposed extension to raise walkway to allow access from house to garden
- 21) To consider a request for £580 to pay for a new roof for the marquee for the Sports Committee
- 22) Correspondence
a) request for support for Marie Curie Hospice
b) Police and Crime Commissioner Community Fund**
c) Code of Conduct training *
- * circulated by email
** received by email but not circulated
- 23) Issues to report to Powys County Council
- 24) Any planning applications that arrived after the agenda was sent out
- 25) Confirmation of date and times of next meeting: Wednesday 3 July 2019 (7.30pm) at Cradoc Golf Club



Michael Westhorpe
Clerk to Yscir Community Council

YSCIR COMMUNITY COUNCIL

Minutes of the Council meeting, held on 27 March 2019 ,
at 7.30pm at Cradoc Golf Club

Councillors Present: Jane Price
Bob Wood
Valerie Davies
Kate Dunning
Tess Birtles
Geoff Watkins

Also present: Michael Westhorpe (Clerk)
Cllr Iain McIntosh

1. Apologies for absence

1.1 Apologies were received from Cllr Dilys Davies (lambing).

2. Declarations of Interest

2.1 There were no declarations of interest.

3. To confirm the Minutes of the Council Meeting held on 23 January 2019

3.1 15.3 should read 'Cllr Iain McIntosh reported that there was no truth to a rumour that the day centre on Camden road was closing.' With this amendment, it was agreed that the minutes should be signed as a true and accurate record of the last meeting.

4. Information from Minutes - Clerk's Report

4.1 Under 4.3 the Clerk reported that 16 councils had applied for the rights of way funding and that following assessment by the Local Access Forum Yscir had come 11th. There may be further opportunities to apply in the future.

4.2 Under 15.2. the Clerk reported that the gravel store in the layby adjacent to the Crug would continue to be used by Powys County Council.

4.3 The Clerk reported that proposals had now been published on new county council ward boundaries. The Yscir county council ward will be extended to include Honddu Isaf and Llanddew increasing the number of electors from 893 to 1433. These changes will be introduced in 2022, if approved.

5. To note Wales Audit Office Reports on Financial Management and Governance – Town and Community Councils 2017-18 and Internal Audit Arrangements at Town and Community Councils in Wales

5.1 The reports and the Clerk's summary paper were noted.

6. Risk Assessment Review

6.1 The Council considered the risk assessment throughout all sections and agreed that all necessary measures were in place. The Council approved the risk assessment.

7. Internal Audit review and appointment of internal auditor

7.1 A letter of appointment to Mr Paul Arthur ,the internal auditor was approved.

7.2 The Council considered and approved the audit plan and question/action list. It was agreed that within the context of a Council of the size of Yscir, each area complied with the requirements of the Wales Audit Office.

8) To approve the Emergency Plan previously circulated by email

8.1 With some corrections to telephone numbers and email addresses, the report was approved.

9. To receive the report on the meeting about reducing speed of traffic through Aberyscir and to make suggestions for the siting of pedestrian warning signs.

- 9.1 There was considerable discussion about speeding and the efficacy of warning signs. It was decided to pursue having 'slow' painted on the road on the approaches to Aberyscir bridge and to propose pedestrian warning signs at the Gludy bend on the Aberyscir road and at the start of Aberyscir village from the Aberbran direction.

10) Financial Matters

- 10.1 The clerk's hours (22.5), expenses (£5.40) and pay (£197.59) for January and February plus expenses for working from home (£208) were approved.
- 10.2 Membership of One Voice Wales at £66 was renewed.
- 10.3 The above payments and £182.75 to the external auditor were approved.
- 10.4 The cashbook indicated that after the expenditure approved at the meeting there would be a balance of £2,813 in the bank at the year end, which is slightly more than predicted in the budget..
- 10.5 It was noted that the Clerk's pay (SCP 22) will increase from £10.953 per hour to £11.22 per hour from 1 April 2019 as per the national pay award

11. To receive an update from the Clerk concerning the proposed war memorial and to determine further action

- 11.1 The Clerk reported that he had had a meeting with Will Davies from CADW who thought that the old stone (grid reference 982326) close to the trig point on Aberyscir Hill was a standing stone and therefore could not be used as a war memorial. Will Davies said that he would begin the process of formally scheduling the standing stone.
- 11.2 Councillors thought that £700 for a war memorial bench sited on Aberyscir hill was too expensive, given the small number of people that would use it. Alternative suggestions were made including a commemorative plaque on the trig point, a stone with a plaque adjacent to the two seats in Aberbran and a memorial stone on Aberyscir Common.
- 11.3 It was decided to ask the community for their thoughts in the newsletter

12. To determine whether to grant funds for a new marquee roof for the Sports Committee

- 12.1 As further details had not been received from the Sports Committee, this item was deferred to the next meeting.

13 To consider the revised garden waste collection arrangements by Powys County Council

- 13.1 An email from a resident was considered. The reduction in the garden waste recycling facilities was regretted and representations had been made in the past about this.

14. To consider whether to pass a motion stating that that Yscir will not volunteer to host an underground nuclear waste dump.

- 14.1 As Powys County Council had determined not to have a nuclear waste dump in Powys it was felt that no further action was needed.

15. To approve the draft Newsletter and determine distribution arrangements

- 15.1 The same distribution arrangements as last year were approved.
- 15.2 The Clerk reported that the Golf Club and the WI had not supplied articles, despite being reminded several times. However, there was more than enough material for an 8 page newsletter already. It was agreed not to move to a larger newsletter as this would cost an additional £100. There was concern that the school articles took nearly half of the newsletter. It was decided to not wait for any more articles to arrive. Cllr Kate Dunning volunteered to proof read the newsletter.

16. **To determine a date for the Spring litter pick**

16.1 After discussion, it was decided to hold a litter pick on Friday 26 April at 10.00am at Cradoc Golf Club.

17. **To receive an update about Cradoc School**

17.1 Cllr Iain McIntosh reported that he was now a governor of Cradoc School and was lobbying for a new school as the current buildings are in a very poor state of repair and way beyond their expected shelf life.

17.2 Cllr Jane Price commented that the external lights at the school were on late at night again. The Clerk was asked to alert the head teacher to this.

18. **To receive an update about the Dyfed IT broadband project**

18.1 Cllr Iain McIntosh said that more people were being connected now but that the connection dropped briefly while this was taking place. The connection should pick up again quite quickly and people were asked to bear with it. There was a concern that Dyfed IT might be moving on to new projects and Cllr Iain McIntosh said that he was trying to ensure that Dyfed IT finished this project first. However, he did say that the Welsh Assembly Government were being very slow about paying Dyfed IT for the work completed.

19. **Hedge Cutting debris left on roads**

19.1 Cllr Bob Wood reported that he had a complaint about the debris left on the lane to Aberyscir church after cutting the hedges. Cllr Iain McIntosh had raised this with Highways who told him that the contractors were not legally bound to clear up afterwards. Some councillors thought there was a legal obligation to clear the road afterwards. Highways said that they would contact the contractors and ask them to clear up afterwards.

20. **Noise nuisance caused by barking dogs in Aberyscir**

20.1 Cllr Bob Wood had received another complaint about the barking dogs about a month ago. There were 15 dogs in residence at the time. However, things have been much quieter since then. It was commented that this was normal with dogs coming and going and some dogs being a lot noisier than others. It was agreed that the problem had not been resolved and the Clerk was asked to write to Environmental Health about it.

20.2 If there are any more complaints it was suggested that the complainant should be told that the Council had written to environmental health and that they should contact that department directly.

21. **Correspondence**

- a) Children's Wales Air Ambulance Appeal - request for financial assistance**
 - b) Llangollen International Music Eisteddfod - request for financial assistance **
 - c) Urdd National Eisteddfod - request for financial assistance**
- ** received by email but not circulated

22. **Any planning applications that arrived after the papers were sent out.**

22.1 There were none.

5.

23. **Issues to be raised with Powys County Council**

23.1 Cllr Valerie Davies mentioned the very poor state of the back road to Pontfaen. Cllr Iain McIntosh thought that action would be taken on the pot holes soon and he would ask Highways to have a look at that road at the same time.

Confirmation of date of next meeting: Wednesday 8 May 2019 (7.30pm) at Cradoc Golf Club
The meeting closed at 9.10pm

YSCIR COMMUNITY COUNCIL

**Minutes of the Planning Committee meeting, held on 26 April 2019,
at 9.45 am at Cradoc Golf Club**

Councillors Present: Jane Price
Tess Birtles
Kate Dunning
Valerie Davies
Dilys Davies

Also present: Michael Westhorpe (Clerk)

1. Apologies for absence

1.1 There were apologies for absence from Cllrs Bob Wood and Dilys Davies (who would have had to declare an interest).

2. Declarations of interest.

2.1 There were no declarations of interest.

3. Application Ref 19/0419/FUL

Proposal: Installation of a 15m mast and 4 antennae at land at Battle Fach, Battle, Brecon, LD3 9RW

3.1 Councillors thought that this was a very thorough application and that the criteria for building a home in the countryside had been met. There were no objections.

The meeting closed at 7.40pm

YSCIR COMMUNITY COUNCIL FINANCIAL REGULATIONS (2019)

GENERAL AND ACCOUNTING AND AUDIT

These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.

The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

The Council's accounting control systems must include measures:
for the timely production of accounts;
that provide for the safe and efficient safeguarding of public money;
to prevent and detect inaccuracy and fraud; and
identifying the duties of officers.

These financial regulations demonstrate how the Council meets these responsibilities and requirements.

At least once a year, prior to approving the annual return to the external auditor, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct

The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will 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 accounting control systems;
ensures the accounting control systems are observed;
maintains the accounting records of the Council up to date in accordance with proper practices;
assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
produces financial management information as required by the Council.

The accounting records determined by the RFO shall be sufficient to show and explain the

¹ Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.

The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils in Wales - A Practitioners' Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.

At least twice a year and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including

any exceptions, to and noted by the Council

The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.

The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be 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 for that purpose.

The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

The internal auditor shall:

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

Internal or external auditors may not under any circumstances:

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

The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2004, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.

The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

Proposals for the following financial year should be submitted to the Council not later than the end of November each year including any proposals for revising the forecast.

The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.

The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year,

earlier, if required by the billing authority.

The approved annual budget shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the Council for all items over £100. Such authority is to be evidenced by a minute.

No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.

Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

The salary budgets are to be reviewed at least annually for the following financial year.

In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£300]. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

No expenditure shall be authorised 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 and the requisite borrowing approval has been obtained.

All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

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 to the appropriate date against that planned as shown in the budget. These statements are to be prepared for each meeting of the Council.

Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to HMRC for PAYE or to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council;

In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

The Council will make safe and efficient arrangements for the making of its payments.

All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, following approval by the Council.

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of the Council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

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.

Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.

If thought appropriate by the Council, payment for certain items may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two

years.

If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment

Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

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

Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO][a member]. A programme of regular checks of standing data with suppliers will be followed.

The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, after each .

PAYMENT OF SALARIES

As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

LOANS AND INVESTMENTS

All investments of money under the control of the Council shall be in the name of the Council.

All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations.

INCOME

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.

The origin of each receipt shall be entered on the paying-in slip.

Personal cheques shall not be cashed out of money held on behalf of the Council.

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.

ORDERS FOR WORK, GOODS AND SERVICES

An official letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall 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 10.1 below.

A member may not issue an official order or make any contract on behalf of the Council.

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

Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. When it is to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £300 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

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

The Proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.

- a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- b. Members and senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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).

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.

Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

ASSETS, PROPERTIES AND ESTATES

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

INSURANCE

Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk.

The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

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.

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.

RISK MANAGEMENT

The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

**YSCIR COMMUNITY COUNCIL
STANDING ORDERS (2019)**

1. 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman 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 chairman 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.

2. MEETINGS GENERALLY

Full Council meetings ●

Committee meetings ●

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

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 2(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 2(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 2(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
-
- l **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.**
-
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- n **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **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.**
-
- p **The chairman 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 his casting vote whether or not he gave an original vote.**
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- See *standing orders 4(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- q Voting for chairman/vice chairman and for co-options shall be by secret vote. **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 his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- r The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- s **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**
- t **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 4(d)(viii) for the quorum of a committee or sub-committee meeting.
- u **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.
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3. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - 1. shall determine their terms of reference;
 - 2. 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;
 - 3. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - 4. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - 5. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - 6. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - 7. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - 8. 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;
 - 9. shall determine if the public may participate at a meeting of a committee;
 - 10. 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;
 - 11. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - 12. may dissolve a committee or a sub-committee.

4. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, any number of other ordinary meetings may 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 Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman 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 Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman 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 Chairman of the Council of his 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. Review of delegation arrangements to committees and membership
 - v. Appointment of any new committees in accordance with standing order 4;
 - vi. Review and adoption of appropriate standing orders and financial regulations;
 - vii. 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*);

5. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman 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.**

6. MANAGEMENT OF INFORMATION

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

7. DRAFT MINUTES

- 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 chairman of the meeting and stand as an**

accurate record of the meeting to which the minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman 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 his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Subject to 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.

8. CODE OF CONDUCT AND DISPENSATIONS

- a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**
- b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.
- c **Dispensation requests shall be in writing and submitted to the standards committee of the [County Borough] OR [County Council] as soon as possible before the meeting that the dispensation is required for.**

9. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the [County Borough] OR [County Council] that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - iii. indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the Council.

10. PROPER OFFICER

- a The Proper Officer shall be the clerk.
- 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 email, a signed summons confirming the time, place and the agenda; 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) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.**
 - ii. **convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iii. **facilitate inspection of the minute book by local government electors;**
 - iv. **receive and retain copies of byelaws made by other local authorities;**
 - v. hold acceptance of office forms from councillors;
 - vi. hold a copy of every councillor's register of interests;
 - vii. 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;
 - viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - ix. 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 freedom of information and data protection legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - x. arrange for legal deeds to be executed;
 - xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xiii. refer a planning application received by the Council to the Planning Committee if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
 - xiv. manage access to information about the Council via the publication scheme; and

11. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. 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.
- e

12. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- 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. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 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.

13. RESPONSIBILITIES TO PROVIDE INFORMATION

- 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.**

14. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

- 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 his 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.**

15. RELATIONS WITH THE PRESS/MEDIA

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

16. COMMUNICATING WITH COUNTY COUNCIL COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor of the County Council]representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor representing the area of the Council.

17. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

18. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 Councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.