

**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 6<sup>TH</sup> JULY 2021**

**ATTENDANCE:**

P	Councillor D. Baverstock (Chair)	P	Councillor K. Dunleavy
-	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley	P	Councillor S. Wilkinson
P	Councillor I. Culley	P.	N. Gwynne

**In the Chair:** Cllr. D. Baverstock

**Clerk:** Judith Giles

**Public:** None

**1. Apologies**

None

**2. CHAIRMAN AND VICE-CHAIRMAN 2021-2022**

Cllr. J. Parker proposed Cllr. D. Baverstock as Chair, seconded by Cllr. K. Dunleavy

**CARRIED**

Cllr. D. Baverstock proposed Cllr. S. Wilkinson as Vice Chair, seconded by Cllr. J. Critchley

**CARRIED**

**3. Declarations of Interests**

None

**4. Minutes**

i) To receive the Finance & Resource Committee Meeting Minutes of 4<sup>th</sup> May 2021

**PROPOSED:** Councillor J. Parker

**SECONDED:** Councillor J. Critchley

**CARRIED**

ii) **Matters Arising**

None

**5. Public Participation**

None

**6. Town Hall Income**

The Chief Officer reported Town Hall Bookings for 2021-22 are on the increase. The lift is now installed in the Town Hall which hopefully will attract more hirers to the Council Chamber.

**7. Finance Report 2020/21**

The Chief Officer presented Month 2 to the Committee. The imminent lifting of COVID-19 restrictions should increase bookings of the Town Hall and subsequently an increase in income. Cllr. N. Gwynne suggested the Building Manager contact Karen Eastley, TVBC regarding possible grants for renewable electricity.

*what supplier of electricity do TVBC use.*

**8. Salaries Breakdown Summary for 2020/21**

Noted.

**9. Internal Audit – 31<sup>st</sup> March 2021**

The Chief Officer reported the Internal Audit recommendations as follows will be addressed:

Review of Standing Orders, Review of Financial Regulations, Asset Register, Investment Strategy

*D. Baverstock*

**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 6<sup>TH</sup> JULY 2021**

**10. Financial Regulations**

**RECOMMENDATION:** to receive Financial Regulations for review which will be approved at next Finance & Resources Meeting on 7<sup>th</sup> September 2021

It was agreed to receive and review Financial Regulations which will be approved at next Finance & Resources Meeting on 7<sup>th</sup> September 2021. The Chief Officer to check with NALC if any changes have been made to Financial Regulations in view of Brexit.

**11. Equality and Diversity Policy**

Equality and Diversity Policy reviewed and amended by ACAS will be reviewed by Cllr. K. Dunleavy, Cllr. D. Baverstock and the Chief Officer then presented to Full Council.

**TOWN CENTRE MANAGER JOB TITLE CHANGE**

**RECOMMENDATION:** Cllr. K. Dunleavy **PROPOSES** and Cllr. D. Baverstock **SECONDS** the Town Centre Manager Job Title changes to "Town & Tourism Co-ordinator"

**RESOLUTION NO. 21/02**

It was **RESOLVED** the Town Centre Manager Job Title changes to "Town & Tourism Co-ordinator"

**PROPOSED:** Cllr. K. Dunleavy

**SECONDED:** Cllr. D. Baverstock

**CARRIED**

The Committee thanked the Town & Tourism Co-ordinator for all her hard work in developing the role and look forward to working with her on future projects

**A RESOLUTION that the press and the public be excluded from the meeting due to the confidential nature of the business to be discussed (LGA 1972, schedule 12). The nature of the business will relate to: Member of Staff - Salary Increase**

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. N. Gwynne

**CARRIED**

*D Baverstock*

**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 7<sup>th</sup> September 2021**

**ATTENDANCE:**

P	Councillor D. Baverstock (Chair)	A	Councillor K. Dunleavey
P	Councillor J. Cairney	P	Councillor J. Parker
P	Councillor J. Critchley	P	Councillor S. Wilkinson
A	Councillor I. Culley	P	Councillor N. Gwynne

**In the Chair:** Cllr. D. Baverstock

**Clerk:** Judith Giles

**Public:** None

**1. Apologies**

Cllr. I. Culley, Cllr. K. Dunleavey

**2. Declarations of Interests**

None

**3. Minutes**

i) To receive the Finance & Resource Committee Meeting Minutes of 6<sup>th</sup> July 2021

**PROPOSED:** Councillor N. Gwynne

**SECONDED:** Councillor J. Parker

**CARRIED**

ii) **Matters Arising**

Cllr. N. Gwynne to be added to attendance list

Agenda item 7 – To be amended to “Cllr. N. Gwynne suggested the Building Manager contact Karen Eastley, TVBC to confirm what electricity supplier TVBC use.”

**4. Public Participation**

None

**5. Town Hall Income**

The Chief Officer reported Town Hall Bookings for 2021-22 are on the increase.

**6. Finance Report 2020/21**

The Chief Officer presented Month 4 to the Committee.

**7. Salaries Breakdown Summary for 2020/21**

Noted. Cllr. J. Parker requested Pension Payments be added to RTC Risk Register

**8. Christmas Security Funding**

i) **RESOLUTION NO. 21/10**

It was **RESOLVED** to fund Christmas Security cover in the town for December 2021 from General Reserve. The Chief Officer to explore other avenues of funding to offset the cost.

**PROPOSED:** Cllr. S. Wilkinson

**SECONDED:** Cllr. J. Cairney

**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 7<sup>th</sup> September 2021**

**ii) RESOLUTION NO. 21/11**

It was **RESOLVED** to include in 2022-23 Budget funds for Christmas Security cover in the town for December 2022, following a presentation from AEC Protection at Full Council meeting in January 2022.

**PROPOSED:** Cllr. N. Gwynne

**SECONDED:** Cllr. J. Critchley

**CARRIED**

**iii) RESOLUTION NO. 21/12**

It was **RESOLVED** the Chief Officer approach Romsey Future and others for a grant towards Christmas Security cover in the town for December 2021 and for a survey of visitor's perception about how the Christmas Security Cover encourages people to come to Romsey.

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. S. Wilkinson

**CARRIED**

**9. Financial Regulations**

**RESOLUTION NO. 21/13**

It was **RESOLVED** to approve Financial Regulations subject to including amendments identified by the Finance & Resources Committee.

**PROPOSED:** Cllr. S. Wilkinson

**SECONDED:** Cllr. J. Critchley

**CARRIED**

**Meeting Ended: 20.25hrs**

**Romsey Town Council**  
**Budget Report to 31st July 2021**

**General Notes:**

Attached are the summary income & expenditure report for month 4 to 31st July 2021. This report shows a current year surplus of income over expenditure of £136,875 which includes the 1st half of the precept which was received on 12th April 2021.

The council has a long term liability of a loan with a current balance of £55,674.82, this is paid in twice yearly instalments and will be fully repaid by 18th May 2035.

The balance sheet shows that total funds available to the council are £297,263:

This is made up of the following -

Current Year Surplus	£136,875
General Reserve Brought Forward	£115,059
Other Earmarked Reserves	£45,329
<b>Total</b>	<b>£297,263</b>

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 33.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 4 was 44.60% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

**Analysis by Cost Centre**

<b>101 Administration</b>			
Month Budget	£9,192	Year to Date Budget	£110,300
Actual	£9,575	Actual	£38,140
Under/(Over)	-£383	% of Budget Used	34.58%

Annual subscription incurred in month 1 using up most of the annual subscription budget.

Annual IT & Computer cost of £4,993 for BTP incurred in month 1.

No further concerns.

**103 Grants**

No concerns.

**104 Civic**

No further concerns.

**105 Finance**

Annual insurance charge for 2021/22 of £4,849 incurred in month 1 using up 80.8% of its annual budget.

No further concerns.

**107 Market**

No concerns.

**Romsey Town Council**  
**Budget Report to 31st July 2021**

**Analysis by Cost Centre (Continued)**

<b>110</b>	<b>Town Hall</b>
Month Budget	£14,633
Actual	£38,346
Under/(Over)	-£23,713

Year to Date Budget	£175,598
Actual	£117,341
% of Budget Used	66.82%

£68,505 incurred for town hall lift installation to date, due to be funded from PWLB loan and Test Valley grant. The council received PWLB loan for £99,965 in June & Test Valley grant for £25k was received in May 2021.

No further concerns.

**111            Town Hall Bar**

Very little income generated from town hall bar sales in July 2021, bar opened on end of July due to Covid-19.

No further concerns.

**112            Town Hall Film Shows**

No income generated from film shows as at July 2021 due to Covid-19.

No further concerns.

**120            Allotments**

No concerns.

**125            Town Centre Management**

No concerns.

**127            Romsey Security**

No concerns.

**130            Environmental**

No concerns.

**135            Marshalls**

No concerns.

**140            Planning**

No concerns.

**160            War Horse Fund**

No concerns.

**170            Christmas Lights Fund**

No concerns.

## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Trade Debtors	(2,416)	
103	Prepayments	436	
105	VAT	6,308	
120	Bar Stock	1,070	
201	Lloyds Current Account	302,531	
202	Building Managers Imprest A/c	515	
204	TSB Deposit A/c	3,056	
212	Mayors Charity A/c	1,950	
215	War Horse A/c 35433560	14,511	
230	Bar Float	300	
235	Petty Cash - Allotment	85	
	<b>Total Current Assets</b>		<b>328,345</b>
<u>Current Liabilities</u>			
500	Trade Creditors - CHQ	23,962	
505	Sundry Creditor	4,500	
534	Mayors Charity Control Acct	1,691	
545	Wilder Romsey	451	
561	Booking Deposits	78	
562	Damage Deposits	400	
	<b>Total Current Liabilities</b>		<b>31,082</b>
	<b>Net Current Assets</b>		<b>297,263</b>
	<b>Total Assets less Current Liabilities</b>		<b>297,263</b>
<u>Represented by :-</u>			
301	Current Year Fund	136,875	
310	General Reserve	115,059	
321	EMR Allotment Fund	5,347	
339	EMR Marshals In Romsey	245	
340	EMR Elections	3,757	
343	EMR Romsey Website	3,344	
345	EMR War Horse Fund	11,483	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	7,556	
355	EMR WW1 Event	3,767	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	2,500	
	<b>Total Equity</b>		<b>297,263</b>

## Summary Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration	Expenditure	107,159	38,140	110,300	72,160	72,160	34.6%
103	Grants	Expenditure	6,400	900	6,400	5,500	5,500	14.1%
104	Civic	Expenditure	3,831	1,593	8,995	7,402	7,402	17.7%
105	Finance	Income	312,571	158,197	318,031	159,834		49.7%
		Expenditure	17,365	4,469	14,090	9,621	9,621	31.7%
	Movement to/(from) Gen Reserve		<u>295,206</u>	<u>153,728</u>				
107	Market	Income	2,541	2,608	5,000	2,393		52.2%
		Expenditure	0	0	400	400	400	0.0%
	Movement to/(from) Gen Reserve		<u>2,541</u>	<u>2,608</u>				
110	Town Hall	Income	71,627	143,631	45,924	(97,707)		312.8%
		Expenditure	161,638	117,341	175,598	58,257	58,257	66.8%
	Movement to/(from) Gen Reserve		<u>(90,011)</u>	<u>26,290</u>				
111	Town Hall Bar	Income	0	26	2,000	1,974		1.3%
		Expenditure	1,231	(641)	2,340	2,981	2,981	(27.4%)
	Movement to/(from) Gen Reserve		<u>(1,231)</u>	<u>666</u>				
112	Town Hall Film Shows	Income	(500)	0	5,150	5,150		0.0%
		Expenditure	754	0	4,201	4,201	4,201	0.0%
	Movement to/(from) Gen Reserve		<u>(1,254)</u>	<u>0</u>				
120	Allotments	Income	3,510	70	2,705	2,635		2.6%
		Expenditure	3,510	311	2,705	2,394	2,394	11.5%
	Movement to/(from) Gen Reserve		<u>(0)</u>	<u>(241)</u>				
125	Town Centre Management	Income	4,000	4,000	4,000	0		100.0%
		Expenditure	18,306	9,257	26,281	17,024	17,024	35.2%
	Movement to/(from) Gen Reserve		<u>(14,306)</u>	<u>(5,257)</u>				
127	Romsey Security	Income	6,500	0	0	0		0.0%
		Expenditure	7,791	0	0	0	0	0.0%
	Movement to/(from) Gen Reserve		<u>(1,291)</u>	<u>0</u>				
130	Environmental	Expenditure	1,935	286	4,500	4,214	4,214	6.3%
140	Planning	Expenditure	0	0	1,000	1,000	1,000	0.0%
160	War Horse Fund	Income	4	0	0	(0)		0.0%
		Expenditure	4	0	0	(0)	(0)	0.0%
	Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>				
170	Christmas Lights Fund	Income	4,100	0	2,000	2,000		0.0%
		Expenditure	40,489	0	28,000	28,000	28,000	0.0%
	Movement to/(from) Gen Reserve		<u>(36,389)</u>	<u>0</u>				



## Summary Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	404,354	308,532	384,810	76,278			80.2%
Expenditure	370,413	171,657	384,810	213,153	0	213,153	44.6%
Net Income over Expenditure	<u>33,941</u>	<u>136,875</u>	<u>0</u>	<u>(136,875)</u>			
Movement to/(from) Gen Reserve	<u>33,941</u>	<u>136,875</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
4001 Salaries	52,511	17,437	55,507	38,070		38,070	31.4%	
4002 Employers N.I	4,822	1,593	4,963	3,370		3,370	32.1%	
4003 Employers superann	8,096	2,894	8,830	5,936		5,936	32.8%	
4006 Contract Accountancy Costs	5,622	979	7,000	6,021		6,021	14.0%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	348	297	350	53		53	85.0%	
4020 Staff Training	0	0	300	300		300	0.0%	
4040 Recruitment Advertisements	1,449	0	150	150		150	0.0%	
4512 Telephone	1,453	451	1,600	1,149		1,149	28.2%	
4513 Postage	679	320	500	180		180	64.0%	
4514 Stationery	337	245	850	605		605	28.8%	
4515 Photocopying	2,026	887	2,600	1,713		1,713	34.1%	
5012 Council Offices in Town Hall	12,000	4,000	12,000	8,000		8,000	33.3%	
5250 Subscriptions	2,822	2,217	2,600	383		383	85.3%	
5260 Outsourced Payroll	917	252	1,000	748		748	25.2%	
5270 IT & Computer Costs	11,380	6,570	12,000	5,430		5,430	54.7%	
7110 CAP - New Equipment	2,876	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(180)	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	<b>107,159</b>	<b>38,140</b>	<b>110,300</b>	<b>72,160</b>	<b>0</b>	<b>72,160</b>	<b>34.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(107,159)</b>	<b>(38,140)</b>	<b>(110,300)</b>	<b>(72,160)</b>				
<b>103 Grants</b>								
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	
5890 Community Grants	3,200	900	4,000	3,100		3,100	22.5%	
5893 Community Grant - Bandstand	0	0	1,000	1,000		1,000	0.0%	
6100 Arts Festival	1,000	0	1,000	1,000		1,000	0.0%	
7350 Tfr to Earmarked Reserves	2,200	0	0	0		0	0.0%	
Grants :- Indirect Expenditure	<b>6,400</b>	<b>900</b>	<b>6,400</b>	<b>5,500</b>	<b>0</b>	<b>5,500</b>	<b>14.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,400)</b>	<b>(900)</b>	<b>(6,400)</b>	<b>(5,500)</b>				
<b>104 Civic</b>								
4001 Salaries	0	32	500	469		469	6.3%	
4043 Council Newsletter	2,035	75	2,400	2,325		2,325	3.1%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	0	285	400	115		115	71.3%	
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	124	0	500	500		500	0.0%	
6760 Town Crier	70	0	450	450		450	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6761 Mace Bearer	195	195	195	0		0	100.0%	
6762 Civic Costs	1,406	1,006	2,500	1,494		1,494	40.2%	
<b>Civic :- Indirect Expenditure</b>	<b>3,831</b>	<b>1,593</b>	<b>8,995</b>	<b>7,402</b>	<b>0</b>	<b>7,402</b>	<b>17.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,831)</b>	<b>(1,593)</b>	<b>(8,995)</b>	<b>(7,402)</b>				
<b>105 Finance</b>								
1060 Income - CIL Receipt	3,103	0	0	0			0.0%	
1176 Precept	309,420	158,191	317,981	159,791			49.7%	
1190 Interest Received	49	7	50	43			13.3%	
<b>Finance :- Income</b>	<b>312,571</b>	<b>158,197</b>	<b>318,031</b>	<b>159,834</b>			<b>49.7%</b>	<b>0</b>
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	5,472	4,849	6,000	1,151		1,151	80.8%	
5271 Audit Fees	2,663	(438)	1,690	2,128		2,128	(25.9%)	
5280 Bank Charges	178	58	400	342		342	14.5%	
5290 Legal & Professional Fees	950	0	500	500		500	0.0%	
5400 Elections	19,410	0	5,000	5,000		5,000	0.0%	
7350 Tfr to Earmarked Reserves	3,103	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(14,410)	0	0	0		0	0.0%	
<b>Finance :- Indirect Expenditure</b>	<b>17,365</b>	<b>4,469</b>	<b>14,090</b>	<b>9,621</b>	<b>0</b>	<b>9,621</b>	<b>31.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>295,206</b>	<b>153,728</b>	<b>303,941</b>	<b>150,213</b>				
<b>107 Market</b>								
1030 Income - Market Stalls	2,541	2,608	5,000	2,393			52.1%	
<b>Market :- Income</b>	<b>2,541</b>	<b>2,608</b>	<b>5,000</b>	<b>2,393</b>			<b>52.2%</b>	<b>0</b>
5250 Subscriptions	0	0	400	400		400	0.0%	
<b>Market :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,541</b>	<b>2,608</b>	<b>4,600</b>	<b>1,993</b>				
<b>110 Town Hall</b>								
1001 Income - Rental	9,750	0	14,200	14,200			0.0%	
1002 Income - Bookings	8,544	13,991	15,000	1,009			93.3%	
1003 Town Council Office Rent	12,000	4,000	12,000	8,000			33.3%	
1009 Income - Grants	41,057	25,000	0	(25,000)			0.0%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	156	0	624	624			0.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	
1023 Income - Projector	25	675	0	(675)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1110 Income - Deposits Forfeited	95	0	0	0			0.0%	
1212 Income - Loan	0	99,965	0	(99,965)			0.0%	
<b>Town Hall :- Income</b>	<b>71,627</b>	<b>143,631</b>	<b>45,924</b>	<b>(97,707)</b>			<b>312.8%</b>	<b>0</b>
4001 Salaries	61,390	19,936	60,768	40,832		40,832	32.8%	
4002 Employers N.I	3,623	1,199	3,839	2,640		2,640	31.2%	
4003 Employers superann	7,861	2,877	8,314	5,437		5,437	34.6%	
4005 Holiday Cleaning	601	0	600	600		600	0.0%	
4008 Function Attendants & Casuals	3,149	1,454	5,000	3,547		3,547	29.1%	
4010 Wages - Maintenance	2,164	2,344	7,265	4,921		4,921	32.3%	
4020 Staff Training	0	560	1,200	640		640	46.7%	
4030 Uniforms	50	0	300	300		300	0.0%	
4501 Janitorial	575	286	1,100	814		814	26.0%	
4504 Catering Costs	4	4	100	96		96	3.6%	
4505 Health and Safety	2,764	25	1,000	975		975	2.5%	
4510 Rates	20,334	8,136	20,600	12,464		12,464	39.5%	
4511 Utilities	6,728	1,143	7,000	5,857		5,857	16.3%	
4520 Licences	803	249	2,450	2,201		2,201	10.2%	
4572 Long Term Building Repairs	64	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	1,500	(2,183)	1,500	3,683		3,683	(145.5%)	
4800 Maintenance Internal	10,000	8,359	10,000	1,641		1,641	83.6%	
4850 Furniture/Equipment Purchased	3,500	1,085	3,500	2,415		2,415	31.0%	
4851 Fixed Cost Maintenance	6,523	589	7,000	6,411		6,411	8.4%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5250 Subscriptions	8	0	0	0		0	0.0%	
5270 IT & Computer Costs	296	296	500	204		204	59.2%	
6014 Hanging baskets\Xmas Trees	372	0	700	700		700	0.0%	
7150 Loan Capital + Interest	4,952	2,476	4,952	2,476		2,476	50.0%	
7151 T Hall Lift Installation	47,805	68,505	5,410	(63,095)		(63,095)	1266.3%	
7350 Tfr to Earmarked Reserves	24,936	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(48,363)	0	0	0		0	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>161,638</b>	<b>117,341</b>	<b>175,598</b>	<b>58,257</b>	<b>0</b>	<b>58,257</b>	<b>66.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(90,011)</b>	<b>26,290</b>	<b>(129,674)</b>	<b>(155,964)</b>				
<b>111 Town Hall Bar</b>								
1013 Income - Bar Sales	0	26	2,000	1,974			1.3%	
<b>Town Hall Bar :- Income</b>	<b>0</b>	<b>26</b>	<b>2,000</b>	<b>1,974</b>			<b>1.3%</b>	<b>0</b>
3000 Bar Purchases	0	126	1,000	874		874	12.6%	
<b>Town Hall Bar :- Direct Expenditure</b>	<b>0</b>	<b>126</b>	<b>1,000</b>	<b>874</b>	<b>0</b>	<b>874</b>	<b>12.6%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	428	0	600	600		600	0.0%	
4304 Damaged Stock	302	34	0	(34)		(34)	0.0%	
4305 Stocktaking	0	0	240	240		240	0.0%	
4850 Furniture/Equipment Purchased	500	(800)	500	1,300		1,300	(160.0%)	
<b>Town Hall Bar :- Indirect Expenditure</b>	<b>1,231</b>	<b>(766)</b>	<b>1,340</b>	<b>2,106</b>	<b>0</b>	<b>2,106</b>	<b>(57.2%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,231)</b>	<b>666</b>	<b>(340)</b>	<b>(1,006)</b>				
<b><u>112 Town Hall Film Shows</u></b>								
1051 Income - Film Refreshments	0	0	150	150			0.0%	
1053 Income - Film Tickets	(500)	0	5,000	5,000			0.0%	
<b>Town Hall Film Shows :- Income</b>	<b>(500)</b>	<b>0</b>	<b>5,150</b>	<b>5,150</b>			<b>0.0%</b>	<b>0</b>
4008 Function Attendants & Casuals	754	0	1,126	1,126		1,126	0.0%	
4950 Film Hire/Purchases	0	0	2,950	2,950		2,950	0.0%	
4951 Film Refreshment Costs	0	0	125	125		125	0.0%	
<b>Town Hall Film Shows :- Indirect Expenditure</b>	<b>754</b>	<b>0</b>	<b>4,201</b>	<b>4,201</b>	<b>0</b>	<b>4,201</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,254)</b>	<b>0</b>	<b>949</b>	<b>949</b>				
<b><u>120 Allotments</u></b>								
1000 Income - General	3,510	70	2,705	2,635			2.6%	
<b>Allotments :- Income</b>	<b>3,510</b>	<b>70</b>	<b>2,705</b>	<b>2,635</b>			<b>2.6%</b>	<b>0</b>
4509 Water Rates	729	256	750	494		494	34.1%	
5250 Subscriptions	55	55	55	0		0	100.0%	
5300 Rent - Broadlands	1,100	0	1,100	1,100		1,100	0.0%	
5309 Maintenance Equipment	0	240	150	(90)		(90)	160.0%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	0	180	180		180	0.0%	
7116 CAP - Allotments Road	400	0	0	0		0	0.0%	
7350 Tfr to Earmarked Reserves	1,626	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(400)	(240)	0	240		240	0.0%	
<b>Allotments :- Indirect Expenditure</b>	<b>3,510</b>	<b>311</b>	<b>2,705</b>	<b>2,394</b>	<b>0</b>	<b>2,394</b>	<b>11.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(0)</b>	<b>(241)</b>	<b>0</b>	<b>241</b>				
<b><u>125 Town Centre Management</u></b>								
1405 Income - Town Centre Grant	4,000	4,000	4,000	0			100.0%	
<b>Town Centre Management :- Income</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	16,629	5,914	19,622	13,708		13,708	30.1%	
4002 Employers N.I	1,053	393	1,259	866		866	31.2%	
4500 Town Centre Management	397	369	1,000	631		631	36.9%	
4512 Telephone	296	81	400	319		319	20.3%	
5405 Town Centre Events	0	0	4,000	4,000		4,000	0.0%	
7350 Tfr to Earmarked Reserves	0	2,500	0	(2,500)		(2,500)	0.0%	
7355 Tfr from Earmarked Reserves	(69)	0	0	0		0	0.0%	
<b>Town Centre Management :- Indirect Expenditure</b>	<b>18,306</b>	<b>9,257</b>	<b>26,281</b>	<b>17,024</b>	<b>0</b>	<b>17,024</b>	<b>35.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,306)</b>	<b>(5,257)</b>	<b>(22,281)</b>	<b>(17,024)</b>				
<b>127 Romsey Security</b>								
1009 Income - Grants	6,500	0	0	0			0.0%	
<b>Romsey Security :- Income</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
5352 Romsey Security	7,791	0	0	0		0	0.0%	
<b>Romsey Security :- Indirect Expenditure</b>	<b>7,791</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,291)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>130 Environmental</b>								
4511 Utilities	155	0	100	100		100	0.0%	
6009 Land at the Star Maintenance	334	0	300	300		300	0.0%	
6011 Town Seats	150	0	400	400		400	0.0%	
6012 Street Lights	1,082	99	2,000	1,901		1,901	5.0%	
6015 Signs	127	0	500	500		500	0.0%	
6022 Planting for CornMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	11	29	400	371		371	7.3%	
6024 Electricity for Bollards USE 4	77	158	0	(158)		(158)	0.0%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
<b>Environmental :- Indirect Expenditure</b>	<b>1,935</b>	<b>286</b>	<b>4,500</b>	<b>4,214</b>	<b>0</b>	<b>4,214</b>	<b>6.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,935)</b>	<b>(286)</b>	<b>(4,500)</b>	<b>(4,214)</b>				
<b>140 Planning</b>								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
<b>Planning :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>160 War Horse Fund</b>								
1190 Interest Received	4	0	0	(0)			0.0%	
War Horse Fund :- Income	<u>4</u>	<u>0</u>	<u>0</u>	<u>(0)</u>				<u>0</u>
4855 War Horse Fund Expenses	2,868	160	0	(160)		(160)	0.0%	
7350 Tfr to Earmarked Reserves	4	0	0	(0)		(0)	0.0%	
7355 Tfr from Earmarked Reserves	(2,868)	(160)	0	160		160	0.0%	
War Horse Fund :- Indirect Expenditure	<u>4</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<b>170 Christmas Lights Fund</b>								
1009 Income - Grants	1,000	0	2,000	2,000			0.0%	
1011 Income - Donations	3,100	0	0	0			0.0%	
Christmas Lights Fund :- Income	<u>4,100</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>				<u>0</u>
6764 Christmas in Romsey	33,819	0	24,000	24,000		24,000	0.0%	
6765 Christmas Light Refurb	12,663	0	4,000	4,000		4,000	0.0%	
7355 Tfr from Earmarked Reserves	(5,993)	0	0	0		0	0.0%	
Christmas Lights Fund :- Indirect Expenditure	<u>40,489</u>	<u>0</u>	<u>28,000</u>	<u>28,000</u>	<u>0</u>	<u>28,000</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u>(36,389)</u>	<u>0</u>	<u>(26,000)</u>	<u>(26,000)</u>				
Grand Totals:- Income	<b>404,354</b>	<b>308,532</b>	<b>384,810</b>	<b>76,278</b>			<b>80.2%</b>	
Expenditure	<b>370,413</b>	<b>171,657</b>	<b>384,810</b>	<b>213,153</b>	<b>0</b>	<b>213,153</b>	<b>44.6%</b>	
<b>Net Income over Expenditure</b>	<u><b>33,941</b></u>	<u><b>136,875</b></u>	<u><b>0</b></u>	<u><b>(136,875)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>33,941</b></u>	<u><b>136,875</b></u>						

## List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Screwfix Ltd	DD01	38.92		6600-Combination locking bolt
05/07/2021	Scottish Water business Stream	DD02	45.00		P/Ledger Electronic Payment
06/07/2021	ProAc Solutions Ltd	BACS01	161.40		6678-Supply 24 port Gbit switc
08/07/2021	British Telecommunications plc	DD03	37.20		6673-Monthly phone-June 21
12/07/2021	PEAC (UK) Limited	DD04	300.00		6643-Coper lease rental Jul-Oc
13/07/2021	Franco-Typ	DD05	200.00		Franco-Typ-Franking top-up
14/07/2021	Octopus Energy Limited	DD06	261.36		P/Ledger Electronic Payment
14/07/2021	Anglico Workplace Technologies	BACS02	129.76		6669-copier charge
14/07/2021	Hampshire County Council	BACS03	15.26		6671-Batteries
14/07/2021	Hampshire Association of Local	BACS04	342.00		6670-ClIr development-24.6.21
14/07/2021	HM Revenue & Customs	BACS05	2,265.12		6679-HMRC PAYE/NI Due June21
14/07/2021	Hampshire Pension Fund	BACS06	2,013.52		6680-Pension Due June 2021
14/07/2021	Mr R. & Mrs S. M. Sankey - Mac	BACS07	195.00		6684-Mace Bearer 2021/22
14/07/2021	Test Valley Borough Council	BACS08	192.00		6667-War horse CCTV Jul 21/22
14/07/2021	Toye Kenning & Spencer Ltd	BACS09	104.10		6665-Collarettes-Ribbon
14/07/2021	Meadowfield Fences	BACS10	288.00		6668-6 ton scalping-car park
14/07/2021	Janet Burnage	BACS11	237.85		6686-Romsey Wildlife
14/07/2021	Debbie Forder	BACS12	25.00		6685-Eye test claim
15/07/2021	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 2021/22
16/07/2021	Town Hall Imprest A/c	Tfr	600.00		Top-Up Town Hall Card A/C
16/07/2021	Southern Cross Consulting Ltd	DD07	47.00		6674-VoIP Call charge - June
19/07/2021	NEST Pension Due	DD08	135.65		NEST Pension Due
23/07/2021	ACE Liftaway Limited	DD09	58.80		6676-Refuse collection -June
26/07/2021	Staff Salaries-July 2021	BACS	10,330.80		Staff Salaries-July 2021
26/07/2021	PFP Energy Ltd	DD10	34.02		6704-Gas 14.06-13.07.21
27/07/2021	Charlie Waterman	BACS13	325.00		6710-Bar painting-Lab&Mats
27/07/2021	Haycal Developments	BACS14	12,405.00		6709-Left shafts & assoc. work
29/07/2021	Scottish Water business Stream	DD11	135.28		6698-Water 03.06-13.07 Allot.
30/07/2021	Utility Warehouse Limited	DD12	78.22		6702-Monthly phone+broadband

<b>Total Payments</b>	<b>33,034.26</b>
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## **Romsey Town Council Allotments Management Committee**

**Minutes of Last Meeting:** Owing to the Covid-19 pandemic no formal meetings have taken place since August 2020.

These are the minutes of the convened Committee Meeting held this year on 29<sup>th</sup> August 2021, 10.30am at the allotments.

**Those Present:** Mr. J Waterman (Chairman); Mr. R House (Secretary); Mrs. A Helm (Treasurer); Mrs. L Fallowfield; Mr. A Rose; Mr M Nobbs.

**Apologies:** Mr. K House & Cllr. J Cairney.

**01.1 Correspondence:** Email received (03/08/21) from Simon Nightingale (Test Valley Project Engineer) informing the Committee of an 'anticipated' ?? widening of the footpath along the A27 to provide a footpath/cycleway link from the Rapids to the junction with Lee Lane. Email received (14/08/21) from Mr D Pickering, plot 34, that he will be vacating his allotment at the end of this season.

**01.2 Finance:** See attached report.

Anne was pleased to inform the committee that the 'Allotment Road Repair Loan' has been paid off. An invoice for the maintenance of the parking area adjacent to the Distribution Centre has also been cleared. She expressed some concern that copies of invoices relating to the Allotments are not being passed on to her. Hopefully, this will be resolve after a visit to the Town Hall.

**01.3 Allotments:** Waiting list stands at 19. Warning letters will be sent out to plot holders 4,35,41,43,45,65,68,81,85 and 95. Termination of Notice to Vacate to plot 117. During the past 18 months, the majority of plots have been well looked after. However, now that life is getting back to normality, less time is being given to a number of allotments. Hence the need to chase a few plot holders with the new season ahead and the demand for allotments at its present level.

**01.4 Distribution Center:** Some sales have been taken during the Summer period and will be available as required by plots holders when needed. Thanks to Mike Nobbs for keeping an eye on the shop.

**01.5 Plot Assessment:** Plots are being check regularly as shown by the Warning list.

**01.6. Councilor's Report:** None.

**01.7 AOB:** The Chairman informed the committee of his 'on site' meeting with Simon Nightingale regarding the construction of the path widening along the A27 to facilitate cyclists. At present the number of cyclists who do use the 'footpath' show very little awareness of the entrance to the allotments. On several occasions near misses have occurred due to them not slowing down. We have done our part in placing warning notices for plot holders leaving the allotment site. It would be prudent if Test Valley do the same to warn cyclists of our entrance! As far as can be ascertained this is not under consideration. Why? We would suggest that the use of 'bollards' and 'rumble strips' be located to indicate that an entrance is there, especially needed during the summer months when the hedge becomes well overgrown, and the strips to slow the cyclist at this point. Visibility is key. The problem exiting our allotment site still remains. In the last meeting minutes, we noted this point. Nothing has changed! Can the Council seek to have the 50mph signs moved South of our entrance? With all due respect, motorist do not start to increase their speed after they have passed a speed limit sign or reduce their speed prior to a limit sign. In our case having to exit the allotments, on an upward slope, with vehicles approaching at 50mph is dangerous.

**01.08: AGM:** This year's AGM has been arranged for the 7<sup>th</sup> of October, at the TOWN HALL for 7.30 pm. All nominees for the Allotment Management Committee will need to be submitted by the end of September.

**01.09. Rent Renewals:** The new Season Plot Rent renewals will be sent out during the first week of September along with the AGM notice.

With no further business the meeting closed at 11.45am.

Next meeting to be held prior to the AGM at the Town Hall for 6.30pm.

***Roger House***

Secretary

Confirmed... ***John Waterman.***

Chairman

Date.... 17/09/2021

Follow up date for next meeting: -

**ROMSEY TOWN COUNCIL ALLOTMENT ACCOUNT**

**Statement of Income and Expenditure  
05.04.21 to 28.08.21**

<b>Income</b>	<b>£</b>	<b>Expenditure</b>	<b>£</b>	<b>Budget £</b>
Rents	70.00	Broadland's Rent	1100.00	1100
		Southern Water	256.00	750
		NSALG	55.00	55
		Dist.Centre Stock		180
		Stationery/Post/misc		
		Maintenance of Equip't	240.00	150
		Hedge Cutting		220
		Rat Poison/Pest Control		250
		Transfer from EMR	-240.00	
<b>Totals</b>	<b>70.00</b>		<b>1411.00</b>	<b>2705</b>

Income less Expenditure **-1341.00**

**Earmarked Reserve 5587.22**      **Cash Float 42.38**  
at 31.03.21

**The Road Repair Loan of £4000 was settled in full at 31.03.21**

**Report for 30th August 2021**

Income reported is represented by receipts from allotment holders of plots 23,88,and 117

Broadland's Rent is due for payment but not processed in the official RTCA accounts.

Water figures reported are for the period 01.04 - 13.07.21 and reflect actual meter readings.

EMR value of £240 credit is to be confirmed/if it correlates with the Maintenance of Equipment figure.

Anne Helm  
Treasurer



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year and, where appropriate, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year and if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/5/21

and recorded as minute reference:

21/45

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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## Section 2 – Accounting Statements 2020/21 for

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	141,241	164,763	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	281,882	309,420	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	94,665	82,934	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-182,238	-163,428	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-4,952	-4,952	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-165,835	-230,449	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	164,763	158,288	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	178,030	163,074	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,227,057	2,277,738	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	60,316	57,246	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		MIH	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*J.A.S.16*

Date

14.5.2021

I confirm that these Accounting Statements were approved by this authority on this date:

25.5.21

as recorded in minute reference:

21/46

Signed by Chairman of the meeting where the Accounting Statements were approved

*WJ*

### Section 3 – External Auditor Report and Certificate 2020/21

In respect of

ROMSEY TOWN COUNCIL – HA0219

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to the basis for the valuation of assets. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

#### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

17/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))





# Motion to Romsey Town Council to Support the Climate and Ecological Emergency Bill

## Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK and around the world. Global temperatures have increased by 1.2°C from pre-industrial levels and the natural world has reached crisis point, with [28% of plants and animals](#) currently threatened with extinction.

Unless we drastically change course, the world is set to exceed the Paris Agreement's safe 1.5°C limit. Pledges like the Paris Agreement and updated emissions targets are not legally binding. The gap between pledges and policies leaves the world on course for catastrophic warming of [near 3%](#) (or more). As the [2018 report](#) by the Intergovernmental Panel on Climate Change (IPCC) made clear, every half a degree makes a world of difference: severe climate impacts with 1.5°C of warming, such as extreme weather patterns causing flooding and heat waves, get *significantly* worse with 2°C. According to the IPCC's 2021 report, limiting heating to 1.5°C may still *just* be possible with ambitious *action* from national and sub-national authorities, civil society, the private sector and local communities.

The UK is [one of the most nature-depleted countries in the world](#) and more than one in seven of our plants and animals face extinction and more than 40% are in decline. As an example, we have lost [95% of our hedgehog population](#). The UK needs a legally-enforceable nature target so that by 2030 nature is visibly and measurably on the path of recovery, in line with the [Global Goal for Nature](#) and the [Leaders' Pledge for Nature](#) .

Council notes that:

- I. Many local authorities are playing an important role in the UK taking action to achieve net zero carbon emissions, and to protect and revitalise local wildlife and natural habitats.
- II. Parliament in May 2019 declared an Environment and Climate Emergency. This Council declared a Climate Emergency in the same year and has had a Biodiversity Action Plan in place since 2008.
- III. There is a Bill before Parliament—the [Climate and Ecological Emergency Bill](#) (published as the “Climate and Ecology Bill”), which, if it became law, would require the government to develop a strategy to address the emergency that would ensure:
  - A. the **ecological emergency is tackled shoulder to shoulder with the climate crisis** in a joined-up approach;
  - B. the **Paris Agreement** is enshrined into law to ensure that UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement -**1.5°C**.
  - C. the **Leaders Pledge for Nature** is enshrined into law to ensure that the **UK's ecosystems are protected and restored** with a focus on biodiversity, soils and natural carbon sinks;
  - D. the UK takes **full responsibility for our entire greenhouse gas footprint** (ie consumption emissions plus shipping, flights and land-based transport) by accounting

## **Motion to Romsey Town Council to Support the Climate and Ecological Emergency Bill**

for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume;

- E. the UK takes **full responsibility for our ecological footprint** so that we protect health and resilience of ecosystems along both domestic and our global supply chains;
- F. an **independent, temporary Climate and Nature Assembly** is set-up, representative of the UK's population, to engage with the UK Parliament and UK Government to help develop the **emergency strategy**.

Council therefore resolves to:

- I. **Support** the Climate and Ecological Emergency Bill;
- II. **Inform the local media** of this decision;
- III. **Write an open letter to Mrs Caroline Nokes MP** (shared with our residents through local and social media) urging her to sign up to support the Bill; and
- IV. Write to the CEE Bill Alliance, (now known as Zero Hour), the organisers of the campaign for the Bill, expressing its support ([joinus@ceebill.uk](mailto:joinus@ceebill.uk)).

**Motion proposed by** Cllr Neil Gwynne

**Motion seconded by** Cllr Mark Cooper

**Date** 1<sup>st</sup> September 2021

For full council 28 September

**Proposal:** to accept the 2021 review of the 'Aims' part of the Business plan for RTC. Proposed by John C, seconded by Dorothy Baverstock

I talked about this at the last full council meeting and have incorporated suggestions made following that.

We believe that the RTC Business Plan should be a working document stating current aims and objectives to improve the town and quality of life of the residents. Not to be confused with the longer term strategic aims of Romsey Future though there may be crossover.

To that end a review was undertaken of the 2019 plan. Changes are in red.

We hope that you can support this, with amendments or additions if necessary. We recognise that many of the aims can only be met through other authorities or agencies, and through Borough or County Councillors, but we see no reason not to press for what we want.

The plan should be reviewed and updated regularly, preferably annually but certainly every 2 years.

With my apologies for not being able to present this in person

John Critchley



# **ROMSEY TOWN FORWARD BUSINESS PLAN 2017-2022: Review July-Sept 2021**

LOCAL GOVERNMENT STRUCTURE: Hampshire County Council - Test Valley Borough Council - Romsey Town Council

## **EXECUTIVE SUMMARY**

### **INTRODUCTION TO ROMSEY TOWN COUNCIL**

Romsey is conveniently and interestingly situated. The flood plain of the River Test makes a natural break between the trees and heathlands of the New Forest to the South West and the pleasing undulations of the chalk uplands to the North East. Romsey is a flourishing ancient market town accommodating a close-knit community.

The Town Council area (i.e. excluding Romsey Extra PC) has a population of 15,330 and covers 410 hectares. Its population has remained fairly static for at least 20 years although the number of dwellings has increased as old employment and industrial sites intensively redeveloped for housing. Romsey Extra has a population of 6278 which gives a total of 21,608.

In addition to the usual Council business, we organise many of the town's civic parades including Remembrance Sunday and the Civic Service Parade. Following the re-organisation and the creation of the Test Valley Borough Council, Romsey retained its Town Mayor and its High Steward, a fulsome set of civic regalia, and two mace bearers who contribute to the civic events.

The Council drives economic and tourism development in the town through the Town and Tourism Co-ordinator (TTC) (*Town Centre Manager title changed July 2021*) working in partnership with TVBC.

In 2007 it was a big year for Romsey as it celebrated the 400th anniversary of the granting of the Charter by James I in 1607. Her Majesty the Queen unveiled the Charter Stone. A second royal occasion took place in 2015 when HRH the Princess Royal unveiled the War Horse Statue in Romsey War Memorial Park. The Town Council is now its custodian.

The Town Hall sits prominently on one side of the triangular Market Place and has three rooms for hire on commercial basis, though supporting local voluntary organisations wherever possible. Part of the Town Hall known as Bell Street Chambers is leased to the Cranfield Trust. Rooms in the Town Hall are used for weddings, receptions, meetings, seminars, film shows and charity events as well as the offices being its focal point for the community. A Bar was set up to facilitate social events. A new lift was installed in 2021 giving full accessibility to the main council chamber.

Over the last decade there has been a concerted effort to create a welcoming ambience in the Town Hall as well as maintaining a quality venue for use by all.

### What have we done so far?

1. **Funding:** Romsey Town Council's main funding source is the town precept from Test Valley Borough Council. There is also income created by lettings in the Town Hall and various grants which are applied for as and when required
2. **Quality:** Gained Quality Status twice over the last ten years. Town Clerk gained Certificate in Local Council Administration/Power of Competence
3. **Vision:** to constantly work towards improving the town and surroundings for the benefit of the residents.
4. **Mission Statement:** We offer a professional and genuinely valued service to the residents of Romsey
5. **Values:** Quality of service, understanding and listening, assurance of safety and care, continual improvement .

### Strategic Aims

1. Quality
  - To maintain standards achieved and strive to further improve on all aspects of the business
  - Our aim is to continue to evaluate our performance
  - Develop our brand, promote services and build a stronger profile
2. Community Cohesion
  - Continue to build partnerships to enable growth and stability
  - Being inclusive by encouraging communities to work and co-ordinate projects together as well as being a centre point for information about the town, its organisations and events
  - Acting as a key body in communicating that information
3. Sustainability
  - To maintain an awareness in areas where we have competitors
  - To be aware of the ever changing ways of promoting our brands (facebook, twitter etc.)
  - Innovation is the key to our sustainability

**Romsey Town Council ideas, suggestions and aims for improvement of the town.**

Objectives	Suggestions and targets	Actions to date	Follow up
<b>COMMUNITIES (by ward)</b>			
<b>Abbey, town centre</b>		Ward profile: appendix 1b	
1 Development of Romsey weekly markets		More market stalls	Ongoing
2 Development of regular specialist markets		French, antiques, and makers markets	Ongoing
3 Contribute to SOTC consultations	A closer relationship with Romsey Future and TVBC?		Ongoing
<b>Cupernham</b>			
4 Cupernham councillors are making a concerted effort to improve the lives of residents and the environment of Cupernham Ward starting with Great Woodley	Dropped curbs for mobility scooters and pushchairs Refreshing courtyards Work with schools to promote Romsey Festival Fishlake Meadows reserve promotion and better signage Future areas of concern, eg school parking		
5 Cupernham re-wilding project		Launched 25 July 2021	
<b>Tadburn</b>			
6 New developments	Whitenap proposals & consultations		
7 Street lighting			
8 Litter Clean through 'Sparkle days'			

**Romsey Town Council ideas, suggestions and aims for improvement of the town.**

	<b>Objectives</b>	<b>Suggestions and targets</b>	<b>Actions to date</b>	<b>Follow up</b>
	<b>Across Romsey</b>			
9	Improve promotion of the town and Test Valley for tourism.	TTC - working with Romsey Future & UIC	Ongoing	Ongoing
10	Work with partners to improve business and employment opportunities			Ongoing
11	Work with local people, groups, organisations to promote street art	Suspended during C-19 crisis		
12	Promote a positive message in health, both mental and physical. New opportunities for leisure for all ages.	Work with GP surgeries, Demfest, Makaton etc. for safe, dementia friendly town. Splash park (location?)		
13	Have a closer two way relationship with Romsey Future.	Discuss how this may be achieved.		
14	Ensure that RTC is part of wider consultations to improve our environment & facilities			
16	Neighbourhood plan		Currently on hold	
17	Liaise with street cleaning team to maintain high standards. This is important for the pride of the town and residents.	What to do where parking prevents cleaning (eg Station Rd)? Brush sweeping needed in some places in centre.	(Sept2021)TVBC short staffed but cleaning needs to be maintained.	Ongoing
18	Public transport is a vital part of Romsey's economy & tourism	Room for improvements? Councillors attend Test Valley Transport Forum.		
20	ROADS etc: RTC to liaise with relevant authorities to try to mitigate the problems associated with the increase in traffic flows, road enhancements, maintenance. and improve safety. Improve pavements under Sun Arch. Alma Rd & Cupernham Lane speed issues and lack of crossings.	(eg cont) Quiet surface where noise is an issue eg Fishlake & A27 Mainstone. 20mph in the town centre? Can the Cup LaWin Rd jcn traffic flows be improved?		



<b>Romsey Town Council ideas, suggestions and aims for improvement of the town.</b>			
<b>Objectives</b>	<b>Suggestions and targets</b>	<b>Actions to date</b>	
		<b>Follow up</b>	
21	Better route(s) for through traffic esp with increase in development and population	Restrict HGVs through town centre?	
22	Support and press for a makeover of The Hundred to complete the town centre improvements		
23	Walking and cycling: pavements, walks, cycleways. Improve crossings at the roundabout nearest The Rapids	Need? Where? Improve footpath from Romsey Ind Est to Fishlake & Grayling	
24	Winchester Road flooding	Push HCC & Southern Water to deal with this.	
25	Railway bridges, restrictions and accidents	Is better signage required? Or what? New route for HGVs?	
26	<b>Security at Christmas</b>	Annual financing of this	Successful so far. Action for 2021
27	Increase in low level crime and damage as well as anti social behavior	Liaise with police, TVBC PACT, and others.	
28	<b>Work with Romsey Extra Parish Council</b>	Propose joining the two parishes.	RTC and RE PC joint planning meetings from 5/21
29	<b>To maintain the annual civic program</b>	<b>To look for opportunities to make residents aware of its importance.</b>	
30	Improve communication and engagement with local residents	Newletters, market stall? Cllr surgeries? Surveys?	
31	Towards a greener town (climate change)		





## **MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)**

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## **Introduction**

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## **How to use model standing orders**

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

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

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

## **Drafting notes**

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

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘( )’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[ ]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

## **1. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 15 minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the 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.

## 3. Meetings generally

- Full Council meetings ●
  - Committee meetings ●
  - Sub-committee meetings ●
- 
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
  - b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
  - c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
  - d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
  - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
  - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.



- g Subject to standing order 3(f), a member of the public shall not speak for more than 15 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking the chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k 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.
- **l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- **m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- **n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- **o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- **p 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.**
- **q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- **r The 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.**

*See standing orders 5(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.*

- **s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave 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.**

**t** The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- **u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- **v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted**
  - and the meeting shall be closed. The business on the agenda for the meeting
  - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours.

#### **4. Committees and sub-committees**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;

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

**5. Ordinary council meetings**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the 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. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;

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

**6. Extraordinary meetings of the council, committees and sub-committees**

- a **The 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.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within 3 days of having been requested to do so by members of the committee any members of the committee may convene an extraordinary meeting of the committee

**7. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

**8. Voting on appointments**

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

**9. Motions for a meeting that require written notice to be given to the proper officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;

- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. Management of information**

See also standing order 20.

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



## 12. Draft minutes

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the 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 **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. Code of conduct complaints

- a Upon notification by the District or Unitary 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 and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- 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;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### 15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of committee
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. Responsible financial officer**

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

**17. Accounts and accounting statements**

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

## 18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. 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.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

#### **19. Handling staff matters**

- a. A matter personal to a member of staff that is being considered by a meeting of Finance & Resources Committee
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Finance & Resources Committee, if he is not available, the vice-chairman of the Finance & Resources Committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance & Resources Committee at its next meeting.
- c. The chairman of the Finance & Resources Committee or the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance & Resources Committee

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the finance & Resources Committee or in his absence, the vice-chairman of Finance & Resources Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance & Resources Committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff's job title relates to the chairman or vice-chairman of the Finance & Resources Committee
- f this shall be communicated to another member of the Finance & Resources Committee, which shall be reported back and progressed by resolution of the Finance & Resources Committee
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. Responsibilities to provide information**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *If gross annual income or expenditure (whichever is higher) does not exceed £25,000* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**



## **21. Responsibilities under data protection legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning 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.**

## **22. Relations with the press/media**

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

## **23. Execution and sealing of legal deeds**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

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

OR

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

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

#### **24. Communicating with district and county or unitary councillors**

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

#### **25. Restrictions on councillor activities**

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

#### **26. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 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.

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The Model Standing Orders 2018 for England were revised in 2020.

## Romsey Future Vision Refresh

I attended the Romsey Future Vision Refresh meeting on Monday 13 September following an invitation from RF for someone from RTC to attend. These are quick notes as I am away from tomorrow.

The first part of the meeting was agreeing the overall areas of interest for improving the town and surroundings. Much of this has come from the Citizens Assembly and Stakeholder meetings held over the past few years. A selection of these are shown below. There is a lot of overlap in the headings and in some cases with things that maybe RTC has an interest in.



There was then a discussion on the future format and governance of Romsey Future. There was a feeling that change was needed to bring both stimulus and control of projects. The first could involve more engagement with a wider range of Romsey organisations and residents but the latter needs a smaller project board to oversee more of the detail of agreed projects.

I asked if, as Romsey Future and RTC had many common interests, we could be more involved in the conversations, perhaps feeling that RTC was currently too much on the outside of what RF is doing.

Monthly meetings will be held to finalise Vision Refresh.

I hope that this is basically correct but I am sure that the TVBC councillors on RF can correct or add to this.

Question: does RTC wish to have a non-TVBC councillor on Romsey Future to represent the Council's views?

John Critchley 13 September.

