

# Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)  
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Our Ref: MD

09 May 2023

**To: All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Tuesday 16 May 2023** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby  
Clerk

#### **PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the parish council has powers or duties which affect the area.

- 1. Election of Chair**
- 2. Election of Vice-Chair**
- 3. Apologies for absence**
- 4. Declarations of Interests and Dispensations**
- 5. Appointment of Committees, Sub-Committees and Working Groups**

<b>Committee / Sub-Committee / Working Group</b>	<b>Current Membership</b>
Contracts Working Group	Cllrs Badcock, Houston, Robson, Sanderson, Stewart

## 6. Appointment of representatives on Outside Bodies

Outside Body	Current Representative(s)
RoDSEC	Vacant
Rolleston Almshouse Trust	Cllrs Robson and Sanderson
Rolleston United Foundation	Vacant

## 7. Village area allocations

To allocate areas of the village for councillors to monitor against the two contract specifications.  
The areas are:

Area	Councillor currently covering the area
Craythorne playing field and woods	Ellen McManus
Elizabeth Avenue playing field	Simon Appleby
Fiddlers Lane (Bridleway)	Michael Badcock
Grass verges on Anslow Lane, Beacon Road, Shotwood Close	Bob Houston
Jinny Trail	Steve McManus
Jubilee Orchard	Mike Robson
Meadow View	Bob Houston
Shotwood Close grass verges and Public Open Space	Michael Badcock
Spread Eagle Island, Jamie's Garden and Brookside for the full length from the road bridge to the footbridge adjacent to the former Brookhouse Hotel, including St Mary's Church North wall grass verge	Vacant
Tafflands	Bob Houston
The Croft and Burnside from the Co-op shop to the bridge at the junction of Church Road and Burnside	Steve Sanderson
Village gateways - verges along all main access roads: <ul style="list-style-type: none"><li>▪ Church Road</li><li>▪ Knowles Hill and Rolleston Road</li><li>▪ Station Road</li></ul>	Vivien Sharples Simon Appleby Clare Stewart

## 8. Planning matters

### 8.1 Planning applications

Application No.	Location	Proposal
P/2023/00028	35 Burnside	Display of 1 externally illuminated fascia sign and 8 vinyl window graphics

## 9. To consider the Minutes of the meeting held on 11 April 2023 (Enclosure 1)

## 10. Matters arising from the previous meeting

## 11. Councillors' reports

## 12. Internal Audit Report for the year ended 31 March 2023 (Enclosure 2)

## 13. Annual Governance and Accountability Return (AGAR) (Enclosure 3)

**14. Public Rights period for 2022/23 Annual Governance and Accountability Return (AGAR)**

The Internal Auditor has asked that the council formally agree the Date of Announcement and the Public Rights period, the dates are:

**Date of Announcement:** 01 June 2023  
**Public Rights period:** 05 June – 14 July 2023 inclusive

**15. Financial matters****15.1 Schedule of payments as at 09 May 2023**

<b>Payee</b>	<b>Description</b>	<b>Payment Method</b>	<b>Gross £</b>	<b>VAT £</b>
Noticeboard Company Cumbria Ltd	1 No. Coronation plaque	BACS (pd 17/04/23)	238.80	39.80
Amazon	IT accessory (replacement mouse)	DC (pd 18/04/23)	17.98	3.00
RoDSEC	S137 Grant: King's Coronation - floating Lily pad	BACS (pd 24/04/23)	100.00	0.00
Kim Squires Internal Audit Services	Internal Audit 2022/23	BACS	163.64	0.00
ESBC	Brook Hollows (Donor funds): Grounds maintenance £3,120.00 Installation of duck feeding area £2,790.00	BACS	5,910.00	985.00
Ricoh UK Ltd	Photocopier: Qtrly rental £113.41 Qtrly Copy charges: £154.33	BACS	267.74	44.62
Rialtas Business Solutions Ltd	Alpha accounts software – annual support and maintenance licence	BACS	193.77	32.29
Freeola	Village website: Qtrly hosting charge	DD	13.86	2.31
P Gould	Mowing contract	BACS	1,327.99	0.00
Clerk	Salary and expenses	BACS	1,322.06	0.17
S Appleby	Reimbursement: Coronation bunting	BACS	78.94	13.12
IONOS Cloud	RPC website	DD	5.99	1.00
O2	Council mobile	DD	20.80	3.47
Viking	Stationery	BACS	77.12	12.85
Bottle Kiln Design	Bus shelter (final invoice)	BACS	7,727.40	1,287.90
J Deacon	Environmental contract: £1,200.49 Craythorne barrier lock/unlock: £180.00 Handrail repair, bridge by Almshouses: £92.40	BACS	1,472.89	245.48
Burton Conservation Volunteers	Works undertaken at Brook Hollows (Donor funds)	BACS	600.00	0.00
Clerk	Reimbursement: McAfee Anti-Virus software renewal	BACS	79.99	13.33
		<b>TOTALS</b>	<b>19,618.97</b>	<b>2,684.34</b>

## 15.2 Bank reconciliation as at 30 April 2023

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	<b>PLUS</b> Income	46,093.00	55.09	46,148.09
	<b>LESS</b> Expenditure	(48,203.86)	(0.00)	(48,203.86)
30 April 2023	Bank Statement	77,214.79	87,095.72	164,310.51

## 15.3 Earmarked Reserves as at 30 April 2023

	Opening funds 01/04/2023 £	Movement in funds to date £	Available funds 30/04/2023 £
Environmental improvements	2,360.39	(50.00)	2,310.39
Brook Hollows	45,272.31		45,272.31
Play areas	17,132.11		17,132.11
S106 College Fields	44,507.57	(24,548.12)	19,959.45
<b>Total</b>	<b>109,272.38</b>	<b>(24,548.12)</b>	<b>84,674.26</b>

## 15.4 Bank account signatories

The council is requested to nominate a Councillor to replace Mrs Toon as a signatory to the council's Bank accounts (four signatories are required, the signatories are currently Councillors Houston, Sanderson and Stewart).

## 16. Receipts/payments to 30 April 2023 (Enclosure 4)

## 17. Dedicated email accounts (deferred - Minute No. 95 10 October 2022 refers) (Enclosure 5)

## 18. Communications (deferred – Minute No. 170.3.2 13 March 2023 refers)

To review how the council communicates with the village.

## 19. S106 Sport England funds / Football Foundation (deferred – Minute No. 194 11 October 2023 refers) (Enclosure 6)

## 20. Local Council Award Scheme (Enclosure 7)

## 21. To agree the council's priorities for 2023/24

## 22. Review of policies

The council is asked to review the following policies (no amendments are required):

- Anti-Fraud & Corruption Policy (Enclosure 8A)
- Members and Officers Subsistence/Mileage 2023/24 (Enclosure 8B)
- Standing Orders (Enclosure 8C)

## 23. Correspondence

### 23.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

**23.2 Communications Log**

The Communications Log have been regularly circulated to all councillors.

**23.3 Friends of John of Rolleston Community Day 2023**

The FOJRPS approached the council as follows:

*After a break of several years we are delighted to let you know that we will be holding a Community Day again this year.*

*Community Day will take place on Saturday 10<sup>th</sup> June from 11.30am until 3.30pm. In previous years, the Parish Council has kindly supported us by allowing the use of the Elizabeth Avenue playing fields for car parking and by making a generous donation towards one of the day's attractions. I am writing to enquire whether you are in a position to do the same this year. In addition, the Parish Council usually has its own stall at Community Day and I was wondering whether you would like to have one again at this year's event.*

**23.4 Rolleston Village Fayre**

The following request was received on 27 April:

*I would like to introduce myself, I am Diane Millar, and I am involved in a project to relaunch Rolleston's Summer show, previously known as the Gala. We have renamed the show Rolleston Village Fayre and formed a Society to get it up and running again. As this is now a community-led event we do not have access to funds as when it was presented by Rolleston Club.*

*We are very fortunate in our Steering Group to have some members of Rolleston Parish Council, and I understand the PC has discussed the Fayre and have given their full support, for which I would like to say thank you on behalf of the Society.*

*I believe too that the PC would be willing to make a cash donation to help fund the event. Mr and Mrs McManus were at our meeting last night (Wednesday) and said the PC had previously done this and suggested a figure of £100.*

*At this point our expenses are going to have to be met by donations and any organisations supporting us with money would be acknowledged in our literature and at the Show. May I therefore please make a formal request for a donation from the PC.*

**23.5 Dove WI**

The Dove WI have requested permission to hold a picnic on Thursday 24 August from 12.30– 3pm. They confirm that they would leave the area as they found it.

**24. Exclusion of Press and Public**

**Chair to move:**

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information

**25. Complaint: Mowing contract (Enclosure 9)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 11 April 2023 commencing at 7.30pm**

**Present**

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, E McManus, S McManus, Robson, Sanderson, Sharples and Toon

**In attendance**

1 Youth Representative

1 Member of the public

Mary Danby, Clerk

**Public Forum**

No comments or questions were raised.

**185. Apologies**

Councillors Houston and Scott.

**186. Declarations of Interest and Dispensations**

Councillor Sharples declared a non-pecuniary interest in Planning Application No. P/2023/00330 as she owns the property.

**187. Planning matters**

**187.1 Planning applications**

**Resolved** That the following observations be submitted to ESBC:

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2022/01251	Adj 31 Burnside	Erection of a detached dwelling and construction of vehicular access (Amended Scheme)
Comment: Query as to the highway safety of the proposed vehicular access onto Elizabeth Avenue		
P/2022/01332	4 Station Road	Remodelling of dwelling to include raising of ridge height to facilitate additional living accommodation, part one and a half storey and single storey side and rear extension, including front and rear dormers, front canopy, Juliette balcony to side and alterations to existing access (Revised)
The Parish Council trusts that the Local Planning Authority will ensure that neighbouring properties would not be overlooked by the proposed raised ridge height to facilitate the loft conversion including rear dormer and Juliette balcony and that sufficient parking spaces would be provided for the proposed development.		
P/2023/00199	35 Burnside	Erection of a single storey detached dwelling and associated access
Objection on the following grounds:		
<ul style="list-style-type: none"> <li>▪ The proposal is an overdevelopment of the site which would adversely impact on neighbouring properties</li> <li>▪ Concern regarding access/egress due to the narrow road, and</li> <li>▪ The proposed development is back land development, i.e. garden infill</li> </ul>		
P/2023/00243	The Lodge 4 Lodge Hill	Alterations to roof on SE and NE elevations including creation of pitched roof over existing flat roof, installation of a dormer window, alterations to a dormer window and other associated external alterations, erection of a dormer extension to NW elevation, erection of a double garage link extension to SW elevation
No objection		

P/2023/00276	Rosemount 28 Church Road	Erection of a pitched roof on existing flat roofed garage,
No objection		
P/2023/00322	86 Meadow View	Erection of a single storey extension and part two storey and first floor side extension
No objection		
P/2023/00330	Burnside House Burnside	Felling of a group of Leyland Cypress trees
No objection		
P/2023/00361	Brookfield House Brookside	Felling of one Norway Spruce tree
No objection		
P/2023/00372	The Dower House 1 Brookside	Removal of one Silver Birch tree (TPO 1)
No objection		

**188. Minutes**

**Resolved** That the Minutes of the meeting held on 13 March 2023 be approved and signed as a true record.

**189. Matters arising**

**Minute No. 170.2**

Councillor Toon reported that the Brook Hollows lake had been dredged, the silt would be spread when the weather is dry.

**Minute No. 170.3.8**

Councillor Stewart reported that a meeting would take place on 11 May with Parish Council representatives, the County Councillor, Staffordshire Highways Officers and a resident to discuss damage to grass verges caused by vehicles parking on them.

**Minute No. 170.3.10 (3<sup>rd</sup> bullet point)**

Councillor Stewart reported that the meetings had been held with residents. One resident was concerned about a forked branch on the Ash tree which needs to be removed; they said that they would remove the Conifer trees. Councillor Stewart said the forked branch on the Ash tree would be removed in the Autumn.

The other resident said they do not want the three Leylandii trees to be removed as people could see into their property. They were considering if one might be removed and would advise back to the council, but they would like to buy the land behind their property. Councillors noted that the council has historically always refused such applications.

**Minute No. 174 - Meadow View play area**

Playdale Playgrounds Ltd had provided an estimated installation date of week commencing 15 May 2023. They advised that installation should take three weeks to complete including the surfacing and fencing. Playdale ask for confirmation that the estimated installation date is acceptable or if the council would prefer a later installation date.

**Agreed** that the council would prefer the installation to commence in June, i.e. after the May half-term break.

**Minute No. 184.7 Rolleston Brook update**

The MP had confirmed that Rolleston had been successful in being awarded some Government funding.

**190. Councillors' reports**

190.1 **County Councillor White** reported that parishioners should be aware of the work that has started today in Tutbury to reconstruct the mini roundabout and resurface the approaches to the junction. It will run for two weeks. There is also resurfacing of two of the junctions on Main Street in Stretton.

190.2 **Borough Councillor Toon** said that she standing down at the May local elections, she had been a Borough Council for 12 years and a Parish Councillor for 24 years. On behalf of the council, Councillor Stewart thanked Beryl for her hard work and dedication to the village.

**190.3 Parish Councillors' reports**

190.3.1 Councillor Toon said she was pleased to see Brook Hollows being done. She reiterated that drains were blocked in the village, in particular one on Marston Lane needed to be cleared.

190.3.2 Councillor Badcock updated Councillors on the work being undertaken in Brook Hollows.

190.3.3 Councillor Sharples thanked the Clerk for arranging for the Community Library sign to be made, this has been received and will be erected on the wall above the Library.

190.3.4 Councillor Robson reported that he had delivered a talk on the Jubilee Orchard to the Rolleston WI. The WI had said that they would like to create a herb garden on the Platinum Orchard but they would need to put the proposal to their Committee before the offer could be confirmed.

**Agreed** that Councillor Robson is authorised to liaise with the Rolleston WI on behalf of the council regarding the proposed herb garden.

190.3.5 Councillor Appleby referred to a blocked drain at the junction of Anslow Lane/Burnside and the salt box on the corner of the junction where the salt has solidified – he confirmed that he would report these issues to Staffordshire County Council.

He also referred to an email he had received from a member of the public regarding vehicles parking on Church Road making it difficult for road users to pass safely. He had forwarded the email to County Councillor White.

190.3.6 Councillor Stewart reported that the Rollestonian of the Year Award would be publicised with a closing date of 30 June, the council will consider the nominations at the July meeting and the Award will be presented at the September meeting. She also said that she would circulate the draft Rollestonian insert to all Councillors for comment prior to it being submitted for publication.

**191. Youth Representatives' report**

The Youth Representative reported that the risk assessment had been completed for the Community Library; she also said that some works were required on the Library to make it secure and safe to use.

**192. Financial Matters**

192.1 **Schedule of payments**



Payee	Description	Payment Method	Gross £	VAT £
Speedy Marquee	Copier paper	DC (pd 14/03/23)	57.94	9.66
Lock Trader Ltd	Padlock and keys (Craythorne)	DC (pd 17/03/23)	60.84	10.14
Wickes Building Supplies	Chain link (for use with above padlock)	DC (pd 18/3/23)	17.50	2.92
Viking Office UK Ltd	Postage stamps and address labels	BACS	181.35	3.56
Sign Craft	Footpath sign (Footpath 14 gate)	BACS	60.00	10.00
IONOS Cloud Ltd	RPC Website	DD	5.99	1.00
Staffordshire Parish Councils' Assn.	2023/24 Subscription	BACS	471.40	0.00
SLCC	2023/24 Subscription (pro rata)	BACS	145.23	0.00
ESBC	Bin emptying, 1 <sup>st</sup> qtr 2023/24	BACS	1,377.19	229.53
P Gould	Mowing contract: £1,327.99 Spread Eagle Island: £106.00 Remove Himalayan Balsam: £365.00	BACS	1,798.99	0.00
Clerk	Salary and expenses	BACS	1,251.51	0.00
J Deacon	Environment contract: £1,058.64 Lock/unlock Craythorne gate: £186.00 Bus shelter base, Church Road: £4,680.00 Tafflands - Install base and new litter bin: £134.40 Affix signs on Jinny Trail and Footpath 14 gates; Jinny Trail/Stretton boundary - make twin-legged sign, supply and install £151.20	BACS	6,210.24	1,035.04
Playdale Playgrounds Ltd	Meadow View play area: 50% deposit	BACS	29,457.14	4,909.62
Sign Craft	Community Library sign	BACS	96.00	16.00
Bottle Kiln Design Ltd	Church Road bus shelter: Interim payment	BACS	6,770.64	1,128.44
O2	Council mobile	DD	20.80	3.47
		<b>TOTAL</b>	<b>47,982.76</b>	<b>7,359.38</b>

**Resolved** That the above payments be approved.

**172.2 Bank reconciliation at 31 March 2023**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2022	Bank Statement	8,574.16	100,698.22	109,272.38
Movement in funds to date	<b>PLUS</b> Income	181,797.49	14,966.33	196,763.82
	<b>LESS</b> Expenditure	111,046.00	28,623.92	139,669.92
31 March 2023	Bank Statement	<b>79,325.65</b>	<b>87,040.63</b>	<b>166,366.28</b>

**Resolved** That the above was a true record.

192.3 **Earmarked Reserves**

**Resolved** That the council's Earmarked Reserves (EMRs) at 31 March 2023 were:

	<b>Opening funds 01/04/2022 £</b>	<b>Available funds as at 31/03/2023 £</b>
Environmental improvements	3,111.39	2,360.39
Brook Hollows	50,000.00	45,272.31
Play areas	3,642.00	17,132.11
Andy Starbuck seat	351.00	0.00
s106 College Fields	0.00	44,507.57
<b>Total</b>	<b>57,104.39</b>	<b>109,272.38</b>

193. **Receipts/payments to 31 March 2023**

**Resolved** The report be noted.

194. **S106 Sport England funds / Football Foundation (Minute Nos. 160 and 177 refer)**

194.1 The council received information regarding the Football Foundation's Pitch Improvement Fund.

**Agreed** that an application should not be submitted as the cost of the improvement works would not be known until after a bid had been submitted and the council did not want to commit to a 10 year programme.

194.2 The council received ESBC's responses regarding the S106 Sport England funds. Councillors said that the council needs to agree what it wants the variation to be and how it would arrive at that decision.

**Agreed** that this item be deferred to the next meeting.

195. **Rolleston FC**

195.1 Rolleston FC had commenced mowing the training area at the Craythorne Road playing field, the area was looking very good and the Club did not now need to implement the maintenance plan.

195.2 Councillors Stewart and Sanderson had met with Club representatives and shared the information regarding the S106 Sport England funds with them. The Club said that they could not see a way forward, but they do want a storage container. The Club will purchase the container, pay for the planning application and maintain the container in return for a peppercorn lease.

**Resolved** That Rolleston FC be given permission to site a storage container in the same position as the previous container; that the Club apply and pay for the planning permission and that they maintain the container and the area around it going forward. The council will draft a Lease with the Club for the siting of the container at a peppercorn rent.

196. **Village Gala**

Councillor S McManus gave an update on the proposal to revive the Village Gala. There had been two meetings and it had been decided that the event be titled 'Rolleston Fayre – Make, Grow and Show' and it would take place on Bank Holiday Monday 28 August 2023 in Rolleston Club and the old Grammar School.

197. **Coronation of King Charles III**

**Resolved** **That:**

- Bunting be purchased to decorate the Burnside railings and footbridge.
- The footbridge to The Croft would be cleaned by councillors

- RoDSEC's request for contributory funding for flowers be accepted and a donation of £100 be agreed towards the floating Lily pads display.

**198. Correspondence**

**198.1 Staffordshire Parish Councils' Association**

The SPCA's newsletters had been circulated to all councillors.

**198.2 Communications Log**

The Comms Logs had been circulated to all councillors.

**198.3 Letter seeking the Parish Council's support**

**Resolved** that the request be declined as the council does not support any development outside the village settlement boundary.

**198.4 Elizabeth Avenue playing field**

A resident contacted the council on 23 March asking if it was possible to get the footpath on Elizabeth Avenue leading down towards the school and park widened as it is not wide enough for two walking in opposite directions or together so consequently the children are walking in the mud, then taking that into school, plus it is low lying and a rather large puddle appears during the wet weather. The resident said that the path was presently quite muddy.

**Agreed** That the council thanks the resident for raising this issue and said that the condition of the footpath and its surrounding area will be monitored during the year and if necessary, subject to funding being available, it could then be added to the priority list of projects to be undertaken in the future.

**198.5 Outwoods Parish Council invitation**

Outwoods Parish Council are organising an in person meeting in Outwoods for parish councils with the Police and Crime and Fire Commissioner. This meeting should be taking place one evening in May.

**Agreed** that Outwoods Parish Council be asked to confirm the date of the meeting so that councillors can see if they are available to attend.

**198.6 Rolleston FC**

The Club asked, with regard to the Craythorne playing field, in the event of an emergency, i.e. ambulance access to the car park and field, is there a procedure for being able to gain access to open the high barrier/gate and the gate to the field? Or was there a possibility for them to be able to open these in such a scenario?

**Agreed** that a key could not be provided to the Club but the council's contractor would be approached and asked if he would be willing for his contact details to be given to them so that the barrier could be opened if necessary to give access to an emergency vehicle.

**198.7 Police: Statistics report**

The report was noted.

**198.8 Request to use the Craythorne Road playing field car park**

A request had been received from a University of Derby student for him and his fellow students to use the bottom end of the car park to film an end of year project on 15/16 April.

**Agreed** That permission be given as requested.

**199. Exclusion of the Press and public**

**Resolved** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**200. Quotations**

**200.1 Craythorne Road playing field railings**

**Resolved** That the following quotations be accepted:

a) **Hilton Main Construction**

14 no. concrete barrel posts  
10 no. plastic end caps

**£1,161.67 including delivery (plus VAT)**

b) **John Deacon**

Remove 3 no. existing posts at entrance end of car park and install 8 no. posts

Install 9 no. posts football club end

All to be concreted in

Labour and materials

**£850.00 plus VAT**

**200.2 Coronation plaque (Minute No. 184.3 refers)**

**Resolved** That Noticeboard Company Cumbria Ltd's quotation to supply 1 No. 12" diameter stainless steel Coronation plaque (red and blue logo) in the sum of £199.00 plus VAT (free delivery) be accepted.

**200.3 Burnside railings and footbridge to The Croft**

**Resolved** That the quotation from LF Décor be declined as being cost prohibitive. It was agreed that the quotation be forwarded to County Councillor White.

**200.4 Craythorne football field**

**Resolved** That John Deacon's quotation to create a new path from the Bellway estate bridge to Tafflands Woods in the sum of £950.00 plus VAT be accepted

**200.5 Craythorne football field**

**Resolved** That John Deacon's quotation to replace the square post and post and rail fence from the entrance to Tafflands Woods towards Craythorne Road and build up ditch bank where dogs enter ditch in the sum of £212.00 plus VAT be accepted.

**200.6 Craythorne football field**

**Resolved** That John Deacon's quotation to install drainage at the corner of the Craythorne playing field in the sum of £300.00 plus VAT be accepted.

**200.7 Footpath 14**

**Resolved** That John Deacon's quotation for ditch improvement from the new bridge to the Craythorne Road ditch in the sum of £100 plus VAT be accepted.

The meeting closed at 9.35pm

Signed .....

Date .....

## **Kim Squires Internal Audit Services**

52 HANDSACRE COURT  
CANON LANE  
RUGELEY  
STAFFORDSHIRE  
WS15 1PQ

The Chairman  
Rolleston on Dove Parish Council  
c/o 32, Hillcrest Rise,  
Burntwood.  
WS7 4SH

13 April 2023

Dear Councillor,

### **Conclusion of Internal Audit of your Parish Council for the year ended 31<sup>st</sup> March 2023**

Following the completion of my work for the above year we are writing to inform the Council that having carried out the year-end review I have been able to sign the Annual Governance and Accountability Return (AGAR) Form 3.

The independent internal examination of the Councils governance, financial affairs and certification of the 2022-23 AGAR to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 and embodied in the Joint Panel on Accountability and Governance Practitioners Guide March 2022.

In summary, we covered the following areas in our examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Controls
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures.
- Charitable Trusts (when appropriate)

This year we have carried out a review of your web site to evaluate its conformance to the Local Government Transparency Code 2015 which is to be viewed as a minimum standard. We confirm your web site meets this requirement.

We carried out two reviews during the fiscal year and were accorded with full co-operation by your Clerk. Any issues which we raised with the Clerk during the conduct of our work have either been satisfactorily rectified or are noted below.

A copy of our Annual Internal Audit certification (page 3 of the AGAR) for 2022-23 has been given to your Clerk.

We would wish to draw your attention to the "Publication Requirements" on page 1 of the AGAR.

We would also wish to draw your council's attention to the following matters:

1. We note that your general reserves cover (after the exclusion of properly voted earmarked funds of £109,272) is 0.65 years. We consider this to be a comfortable level of general reserves balance at the year end. You will appreciate I am not allowed to instruct you on this matter but we have taken the liberty of supplying a copy of page 38 of the Practitioners Guide 2022 which in para 5.33 gives guidance on General Reserves.

In respect of the new Council year we make the following additional observations and recommendations for your consideration:

1. We recommend that during the fiscal year your council should review the Risk Assessment to ensure that it still reflects the current environment. Your council should then minute its ratification;
2. During the fiscal year your council should review your Standing Orders and Financial Regulations to ensure that they still reflect the current environment. Your council should then minute that ratification. Please note that it is important that your Financial Regulations meet the standard set by those published by NALC in July 2019. The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 and contain a number of important legal changes;
3. Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on your council's web site and must show the latest date of revision and ratification;
4. You are reminded that when the council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching);
5. You must discuss the appointment of your internal auditor and ratify and minute the appointment during the current financial year. We were pleased to have been your internal auditor during 2022/23 and offer myself for re-appointment. You may use either our company name or refer to Kim Squires by name in the minutes;
6. If your council wishes to carry forward earmarked funds at the year-end these must have been ratified by your council. This is best done at the time you draw up the next budget or at final meeting of the fiscal year.

It is your Council's responsibility to note these comments and to consider what action should be taken.

We would take this opportunity to remind you that when the AGAR comes back from the External Auditor you do have a duty to display the accompanying notice of Completion of Audit on each of your usual notice boards and on your council's website.

The complete AGAR and any auditor's comments or qualifications should also be displayed on your website to allow electors to see the complete card and read the External Auditors comments if they wish to do so.

*In accordance with Regulation 13 (of the Audit and Accounts Regulations), after the conclusion of the period for the exercise of public rights), the authority must publish (including on its website) the annual governance statements, statement of accounts, and the external auditor's certificate and report – Sections 1, 2 and 3 of the Annual Governance and Accountability Return. Authorities must keep copies of these documents for purchase by a person at a reasonable sum and ensure that they remain available for public access for 5 years*

Please do remember to retain a copy of the notice on file as proof that you have followed the requirements of the Local Government Act. You should also minute the External Auditors approval of the AGAR and any qualification or comments made and resolve to take action where necessary.

We will make our next visit in October/November but please do not hesitate to contact me should you require advice in the meantime.

Yours sincerely,

*K. Squires*

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### ROLLESTON ON DOVE PARISH COUNCIL

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 2023, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*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:

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC WEBSITE ADDRESS [www.rollestonondovepc.co.uk](http://www.rollestonondovepc.co.uk) PAGE ADDRESS

Enclosure 3



## Section 2 – Accounting Statements 2022/23 for

### ROLLESTON ON DOVE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	74,576	109,272	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	73,100	87,700	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	56,177	80,440	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	18,698	19,752	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	75,883	91,294	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	109,272	166,366	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	109,272	166,366	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	146,934	142,851	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

SIGNATURE REQUIRED

Date

12/04/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

**ROLLESTON ON DOVE PARISH COUNCIL  
RECEIPTS AND PAYMENTS TO 30 APRIL 2023**

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	Actual to 30/04/23 £
<b>100</b>	<b>Income</b>			
1076	Precept	87,700	90,331	45,166
1090	Interest Received	173	180	55
1100	Grants & Donations Received	10,946	-	-
1110	Council Tax Support Grant	1,665	1,665	833
1200	Garden rents	125	125	75
1220	Allotment rents	20	20	20
1250	Football pitch fees	50	50	-
1270	SCC: Annual grass cutting	3,700	3,848	-
1280	Insurance claim settlement	607	-	-
1999	Other income	43,745	-	-
	<b>Income</b>	<b>148,732</b>	<b>96,219</b>	<b>46,148</b>

Nominal Code	Description	Actual 2022/23 £	2022/23 Budget £	Actual to 30/04/23 £
<b>200</b>	<b>Administration</b>			
4000	Staff salary	18,408	18,776	1,227
4020	Employer's National Insurance	1,344	1,450	
4030	Payroll Services	95	110	
4050	Use of Home as Office	178	178	15
4100	Insurance	1,141	1,141	
4110	Audit Fees	543	574	
4120	Photocopier: Rental/Maint.	378	378	
4121	Photocopier: Copy charges	313	400	
4125	Stationery	240	225	27
4127	Village Directory	183	200	
4130	Postage	371	450	166
4140	Council mobile	183	211	17
4150	Subscriptions	567	650	617
4160	Training	30	500	
4180	Room hire	300	300	
4190	Mileage expenses	113	100	9
4195	Parking fees	2	10	
4200	Play areas	10,000	6,000	112
4205	Craythorne barrier: Lock/unlock	1,825	1,825	155
4210	RPC website	125	175	5
4211	Village website	46	60	
4220	IT / Software	271	390	
4230	S137 Expenditure	-	100	100
4240	Mowing contract	15,088	17,000	1,799
4250	Bin emptying	4,077	4,590	1,148
4260	Trees	2,706	4,000	
4265	Plants for planters	750	825	
4270	Environmental contract	12,351	16,650	1,008
4275	R&M and Out of Scope works on RPC land	-	5,000	
4280	Bus shelter	-	-	9,542
4300	Projects	10,000	4,500	
4310	Professional fees	4,150	4,000	
4320	Capital expenditure	-	800	
4330	Other administration	2,562	1,500	
4999	Contingency	2,579	3,000	279
	<b>Expenditure</b>	<b>90,919</b>	<b>96,068</b>	<b>16,226</b>
	<b>TOTAL EXPENDITURE</b>	<b>90,919</b>	<b>96,068</b>	<b>16,226</b>
	<b>TOTAL INCOME</b>	<b>148,732</b>	<b>96,219</b>	<b>46,148</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>57,813</b>	<b>151</b>	<b>29,922</b>

**Earmarked Reserves (EMRs)**

Nom. Code	Description	Opening funds 01/04/2032 £	Movement in funds to date £	Funds as at 30/04/23 £
320	Environmental improvements	2,360.39	- 50.00	2,310.39
322	Brook Hollows	45,272.31		45,272.31
325	Play Areas	17,132.11		17,132.11
327	s106 College Fields	44,507.57	- 24,548.12	19,959.45
	<b>TOTAL</b>	<b>109,272.38</b>	<b>- 24,598.12</b>	<b>84,674.26</b>

**Funds statement as at 30 April 2023**

Total funds held in bank accounts	£ 164,310.51
LESS Earmarked Reserves	-£ 84,674.26
Available funds	£ 79,636.25

**Rolleston on Dove Parish Council**  
**16 May 2023**

**Agenda item no. 17**

**Dedicated email accounts (deferred - Minute No. 95 10 October 2022 refers)**

**Introduction**

All Parish Councillors have given permission for their personal details to be included on the website and these are therefore publicly available to anyone. It was reported in October 2022 that spam emails were increasingly being sent to all councillors and a query was put as to how these can be stopped.

All the current email addresses are personal ones and as such any spam issues should be raised with the individual email providers, spam emails can also be forwarded to [report@phishing.gov.uk](mailto:report@phishing.gov.uk) and the National Cyber Security Centre (NCSC) will investigate them.

**1. Joint Panel on Accountability and Governance - Practitioners Guide (March 2023) (Extract)**  
**The importance of secure email systems and GOV.UK**

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer (*the Clerk*) can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

**2. IONOS**

IONOS (who host the council's website) offer the following email package:

**Mail Basic 5**

**£1.00 per month plus VAT for the first 12 months, then £2.00 per month plus VAT**

5 email accounts to within 2Gb each (approx 10,000 emails)

Free domain

Ad-free email

Spam filter

Webmail

Synchronised on all devices

24/7 expert support

If the council agrees to take this option it is suggested that 3 Mail Basic 5 packages would be required (one email address for each councillor, one email address each for up to two Youth

Representatives, leaving two “spare”\*) = £3pm plus VAT (£36pa plus VAT) for the first 12 months, then £6pm plus VAT (£72pa plus VAT).

The email address could look like: [name@rollestonondovepc.com](mailto:name@rollestonondovepc.com) (this would tie in with the website address for which the council already has the domain).

It would have the added bonus of separating council and personal email traffic and the use of separate email accounts for councillors is heavily encouraged by the ICO and NALC for data protection purposes.

\*The Clerk would need to retain the current [rollestonpc@outlook.com](mailto:rollestonpc@outlook.com) email address as the 2Gb limit would be too small.

### 3. **Alternative website provider**

Councillor Stewart asked that the following quotation from an alternative provider for a website with a gov.uk domain be considered by the council:

We can apply our Early Adopter discount to make your annual subscription £455.00 (plus VAT). That discounted price will stay with your account each year of your subscription. The subscription includes:

- the build
- hosting
- ongoing maintenance
- SSL certificate, support
- the cost of the gov.uk domain.

We can also add email mailboxes onto this subscription at no extra cost, so you can have emails for the clerk, councillors and any staff.

We will do the content migration for the new site.

You can have either of these domains:

[www.rollestonondoveparishcouncil.gov.uk](http://www.rollestonondoveparishcouncil.gov.uk) or [www.rollestonondove-pc.gov.uk](http://www.rollestonondove-pc.gov.uk)



**PITCHPOWER**  
Powered by  
Football Foundation

# ***FOOTBALL ASSESSMENT REPORT***

## **Craythorne Road Football Pitches**

### **Birmingham FA**

**SITE ID:**

PP - 21770

**INSPECTION ID:**

9146



This report has been compiled for Rolleston on Dove Parish Council and Birmingham FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches

Inspection Window

**1 Nov 2022 / 31 Mar 2023**

Inspection Reason

**General Pitch Maintenance Advice**

Enclosure 6

Disclaimer: This report has been compiled for Rolleston on dove parish council and Birmingham FA to provide information on the standard of the football pitches and outlines recommendations on how to improve the quality and maintenance of these pitches

Site Report:

**Craythorne Road Football Pitches**



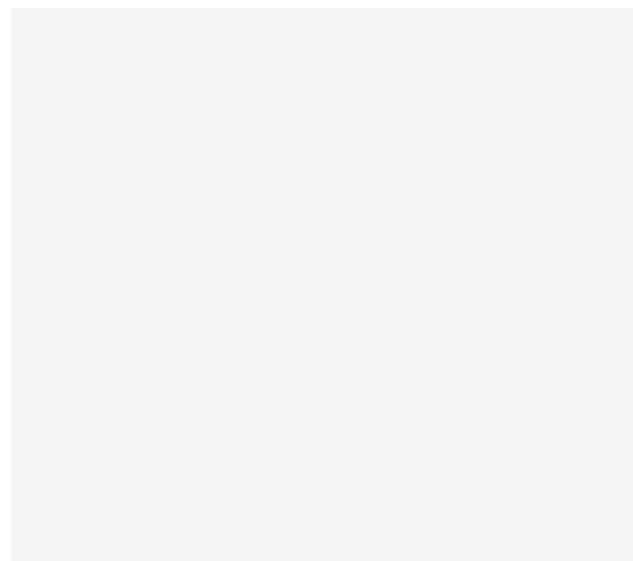


## Craythorne Road Football Pitches

Ground ID: PP - 21770

The below RAG Rating indicates how many of your pitches have achieved a PQS grade of Good or better

<b>RAG RATING:</b>	<b>0%</b>	<b>●</b>
Pitch 3 (9v9)	●	Poor
Pitch 5 (5v5)	●	Poor
Pitch 4 (7v7)	●	Basic
Pitch 1 (11v11)	●	Poor
Pitch 2 (11v11)	●	Basic



Date submitted

**10/03/23**

Inspection window

**1 Nov 2022 / 31 Mar 2023**

Next assessment needs to be completed:

**1 Apr 2023 / 30 Jun 2023**

## GROUND OVERVIEW

Report produced by: KDuffill@thegma.org.uk  
- 15 03 2023.

Many thanks for taking the time to complete the PitchPower (PP) submission for your site.

In overall terms, the pitches were assessed as 'POOR/BASIC' and the initial priority is to ensure that an appropriate approach to pitch maintenance is in place. This pitch grade will enable the club to meet the criteria for the higher (Enhance), rate of Grass Pitch Maintenance Funding

Enclosure 6



(GPMF). This will support the undertaking of decompaction, weed control and overseeding, together with other related pitch maintenance operations.

There is a need to emphasise that for the Craythorne Road site, there may be a need to review alongside the implementation of GPMF, the potential presence of a high water table. This may account for the periodic appearance of very substantial amounts of standing water across the pitches - which are often unusable for several months of the year.

In addition, it is important that a proactive mowing regime is in place during the growing season. Monthly/Fortnightly mowing may not be frequent enough at times of peak growth.

It should be noted however that, the major factor in determining pitch grade relates to levels of grass cover, other factors may need to be considered. These include; where the assessments were undertaken, levels of utilization and in some cases limited or no use, a relatively favourable 2021/2022 winter in terms of rainfall and weather conditions generally, followed by a very long, hot and dry summer. Therefore, pitch grades may be over or understated depending on these factors.

In order for the pitches to achieve a pitch grade that is 'GOOD' or above, a more comprehensive pitch maintenance regime is needed and ideally a clear end of season renovation plan developed which should include: scarifying, vertical deep aeration, goalmouth/high wear area repairs, wide area overseeding (which should be split), and weed control 4-6 weeks before or after grass establishment. Ideally, this should be combined with a liquid feed in order to maximise any available budget.

The pitch(es) should also be linear deep aerated in the autumn before the onset of poor weather. If there is only sufficient budget for one deep aeration, then the priority would be the autumn. Ideally, this operation should be undertaken in a south east/north west orientation with a view to 'channelling' surface water towards the ditch that extends along the northern boundary.

Ideally, the pitches would also be aerated (deep slitting) and groomed during

Enclosure 6





the playing season. Depending on the levels of utilisation this is likely to be fortnightly.

A number of equipment recommendations have also been made, please refer to the Equipment Section of this report.

Please Note: The maintenance budget figure in this report does not relate to any potential current or future grant award. It is an approximate budget to carry out all the listed tasks each season to the ideal frequency. Any funding awarded would help subsidise the cost of delivering the full recommendations.

## Maintenance

Attention required in these areas:

Mowing >

Decompaction >

Application of selective herbicide (weed treatment) >

Overseeding (Out of season renovation) >

Application of fertiliser >

Goal Mouth repairs (Renovation) >

Surface Grooming >

Slitting >

Goal mouth repairs (In season) >

Scarification >

## Equipment

Attention required in these areas:

Compact tractor >

Mowing equipment >

Combination turf grooming tool >

Line marker >

Soil Sampler >

Enclosure 6





## Question section

**Q. Volunteers**

A. 0

**Q. Who looks after the grounds maintenance?**

A. Contractor

**Q. Renovations**

A. No-one

Enclosure 6



## Pitch 3 (9v9)

Football - junior football 9v9

Pitch ID:

**18226**

Current PQS grade: ● Poor

Previous PQS grade: No previous grade.

### PITCH

#### Drainage

Q. Does your pitch have drainage installed?

A. No

Q. If your pitch has a drainage system, please select what system you have.

A. No Drainage

Q. How well does your pitch drain naturally?

A. Standing water

Enclosure 6



## Usage & Maintenance

**Q. How many total match play hours are played on this pitch per week?**

A. 0hrs

**Q. How many total training hours are played on this pitch per week?**

A. 0hrs

**Q. Is there any recreational use of this pitch?**

A. Yes

**Q. How many games were cancelled due to waterlogging?**

A. 20

**Q. How many games have been cancelled on this pitch since the previous inspection window?**

A. 20

## Damaged areas

**Q. Select from the list below the type of damaged areas your pitch has.**

A. Waterlogging/ponding

Enclosure 6



## Additional information

**Q. What standard are your line markings?**

A. Standard

**Q. How even is your playing surface?**

A. Below standard

**Q. Is there anything else you feel we should know about this pitch?**

A. Can get waterlogged after heavy rain and prolonged spells

**Q. Are your goalposts compliant?**

A. Compliant

**Q. Have you had any major work done in the past 5 years?**

A. None

**Q. Is this pitch used in the National League System steps 1-6?**

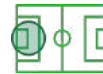
A. No

Enclosure 6



## Surface profile

Q. How many squares contain grass?



54%



61%



54%

Q. Using the same picture, give the percentage of weeds in the picture. The total figure of 'Grass coverage' and 'Weed coverage' should not exceed 100%, so if you can see both grass and weed in the same square count the one that has the most in it.



38%



41%



48%

Q. What is the average grass height?



50



65



50

Q. How does surface debris impact the quality of matchplay on your pitch?



Below standard



Standard



Standard

## Soil profile

Q. Measure the thatch depth.



40mm



40mm



40mm

Q. Measure the root depth.



150mm



170mm



160mm

Q. Measure the topsoil depth.



150mm



170mm



160mm

Enclosure 6



## Pitch 5 (5v5)

Football - mini soccer 5v5

Pitch ID:

**18261**

Current PQS grade: ● Poor

Previous PQS grade: No previous grade.

### PITCH

#### Drainage

Q. Does your pitch have drainage installed?

A. No

Q. If your pitch has a drainage system, please select what system you have.

A. No Drainage

Q. How well does your pitch drain naturally?

A. Standing water

Enclosure 6



## Usage & Maintenance

**Q. How many total match play hours are played on this pitch per week?**

A. 0hrs

**Q. How many total training hours are played on this pitch per week?**

A. 0hrs

**Q. Is there any recreational use of this pitch?**

A. Yes

**Q. How many games were cancelled due to waterlogging?**

A. 20

**Q. How many games have been cancelled on this pitch since the previous inspection window?**

A. 20

## Damaged areas

**Q. Select from the list below the type of damaged areas your pitch has.**

A. Waterlogging/ponding

Enclosure 6



## Additional information

**Q. What standard are your line markings?**

A. Standard

**Q. How even is your playing surface?**

A. Below standard

**Q. Is there anything else you feel we should know about this pitch?**

A. Gets very wet after rain and takes days to dry out

**Q. Are your goalposts compliant?**

A. Compliant

**Q. Have you had any major work done in the past 5 years?**

A. None

**Q. Is this pitch used in the National League System steps 1-6?**

A. No

Enclosure 6





## Pitch 4 (7v7)

Football - mini soccer 7v7

Pitch ID:

**18228**

Current PQS grade: ● Basic

Previous PQS grade: No previous grade.

### PITCH

#### Drainage

Q. Does your pitch have drainage installed?

A. No

Q. If your pitch has a drainage system, please select what system you have.

A. No Drainage

Q. How well does your pitch drain naturally?

A. Standing water

Enclosure 6



## Usage & Maintenance

**Q. How many total match play hours are played on this pitch per week?**

A. 0hrs

**Q. How many total training hours are played on this pitch per week?**

A. 2hrs

**Q. Is there any recreational use of this pitch?**

A. Yes

**Q. How many games were cancelled due to waterlogging?**

A. 20

**Q. How many games have been cancelled on this pitch since the previous inspection window?**

A. 20

## Damaged areas

**Q. Select from the list below the type of damaged areas your pitch has.**

A. Surface damage, Waterlogging/ponding

Enclosure 6



## Additional information

**Q. What standard are your line markings?**

A. Standard

**Q. How even is your playing surface?**

A. Below standard

**Q. Is there anything else you feel we should know about this pitch?**

A. Pitch is very wet after rainfall and takes days to dry out

**Q. Are your goalposts compliant?**

A. Compliant

**Q. Have you had any major work done in the past 5 years?**

A. None

**Q. Is this pitch used in the National League System steps 1-6?**

A. No

Enclosure 6



## Pitch 1 (11v11)

Football - adult football

Pitch ID:

**18224**

Current PQS grade: ● Poor

Previous PQS grade: No previous grade.

### PITCH

#### Drainage

Q. Does your pitch have drainage installed?

A. No

Q. If your pitch has a drainage system, please select what system you have.

A. No Drainage

Q. How well does your pitch drain naturally?

A. Standing water

Enclosure 6



## Usage & Maintenance

**Q. How many total match play hours are played on this pitch per week?**

A. 2hrs

**Q. How many total training hours are played on this pitch per week?**

A. 4hrs

**Q. Is there any recreational use of this pitch?**

A. Yes

**Q. How many games were cancelled due to waterlogging?**

A. 20

**Q. How many games have been cancelled on this pitch since the previous inspection window?**

A. 20

## Damaged areas

**Q. Select from the list below the type of damaged areas your pitch has.**

A. Surface damage, Waterlogging/ponding

Enclosure 6



## Additional information

**Q. What standard are your line markings?**

A. Standard

**Q. How even is your playing surface?**

A. Below standard

**Q. Is there anything else you feel we should know about this pitch?**

A. Pitch is very bumpy and bare patches. Significant water logging in north west corner meaning Pitch is unplayable between December and March each year. Two photos taken when dry and after rain are included

**Q. Are your goalposts compliant?**

A. Compliant

**Q. Have you had any major work done in the past 5 years?**

A. None

**Q. Is this pitch used in the National League System steps 1-6?**

A. No

Enclosure 6



## Pitch 2 (11v11)

Football - junior football 11v11

Pitch ID:

**18225**

Current PQS grade: ● Basic

Previous PQS grade: No previous grade.

### PITCH

#### Drainage

Q. Does your pitch have drainage installed?

A. No

Q. If your pitch has a drainage system, please select what system you have.

A. No Drainage

Q. How well does your pitch drain naturally?

A. Standing water

Enclosure 6



## Usage & Maintenance

**Q. How many total match play hours are played on this pitch per week?**

A. 0hrs

**Q. How many total training hours are played on this pitch per week?**

A. 0hrs

**Q. Is there any recreational use of this pitch?**

A. Yes

**Q. How many games were cancelled due to waterlogging?**

A. 20

**Q. How many games have been cancelled on this pitch since the previous inspection window?**

A. 20

## Damaged areas

**Q. Select from the list below the type of damaged areas your pitch has.**

A. Waterlogging/ponding

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## Additional information

**Q. What standard are your line markings?**

A. Standard

**Q. How even is your playing surface?**

A. Below standard

**Q. Is there anything else you feel we should know about this pitch?**

A. Pitch is very bogging between December and March each year

**Q. Are your goalposts compliant?**

A. Compliant

**Q. Have you had any major work done in the past 5 years?**

A. None

**Q. Is this pitch used in the National League System steps 1-6?**

A. No

Enclosure 6



# ***MAINTENANCE***

*These recommendations are in priority order.*

Enclosure 6





## Mowing

**Frequency:**  
Weekly

**Recommended for:**  
Whole Ground

Understood to be undertaken by a contractor on a fortnightly basis which may not be adequate at times of peak growth e.g. May/June and September.

The submission indicated a range of grass heights (30mm - 50mm), which may well reflect the nature of the mowing regime/ground conditions at the time of the assessment together with the need to provide the pitch with some protection. In general terms, grass height is being managed within the desired spectrum given that the start of the growing season is still some weeks away. It should also be noted that 2022 has seen a much warmer autumn which prolonged the growing season.

Mowing regimes should not be a fixed period, but rather in accordance with the pattern of growth, and should be frequent enough to maintain a density in the grass cover, which in periods of high growth can be as often as twice per week. (remove no more than 1/3 of the leaf length in a single operation).

Approximate height of cut to be 35mm - 40mm to give the pitch some protection in the winter months when the grass is not growing. During the growing season maintain at 35mm, possibly reducing to 30mm for end of season renovation.

This will enable the roots to continue

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## Mowing Continued

development and allow the top growth [leaves/stems] to thicken out and create a strong sward able to stand up to the rigors of the sport. Mowing should be carried out using a Rotary Roller Mower and the direction of cut alternated to encourage tillering (lateral growth).

This also will enable the quality of cut to be of a high standard and also allow for very light rolling to create a safe surface.

Note: The indicative budget outlined in the report does not include mowing costs.

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## Decompaction

**Frequency:**  
3 x per year

**Recommended for:**  
Whole Ground

Deep aeration/Decompaction should be seen as one of the main pitch maintenance priorities along with overseeding, weed control and turf nutrition. In many respects, deep aeration should be seen as the most important operation to undertake during the season.

There are also a number of references to poor surface drainage/standing water together with postponements (20 in the case of some pitches), which are likely to be the result of a compacted soil profile, together with a soil profile that is very prone to waterlogging and the likely presence of a high water table. The submission did make reference to some shockwaving - twice in the last three years.

Linear deep aeration should be undertaken in the autumn before the onset of poor weather - this method creates 'channels' that help to disperse surface water more quickly - ideally this should be undertaken in a south east/north west orientation with a view to directing surface water towards ditches.

If the linear approach is not possible then undertake vertical deep aeration. Timing of this operation is critical in order to deliver maximum benefit. Ground conditions need to be such that there is some moisture in the profile but not excessive to the point where there is standing water.

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## Decompaction Continued

Ideally, this should be repeated in February/March of each year.

Ideally, vertical deep aeration should be undertaken at the end of the 2022/2023 season which could be combined with top dressing. Using a vertical action machine equipped with 18-24mm solid tines, at no more than 100mm spacing's to the maximum achievable depth no shallower than 180mm.

Linear deep aeration is not recommended in the spring due to the risk of the ground cracking – especially with heavy clay soils. If budgets are limited then the priority would be to deep aerate in the autumn.

This operation is essential for aeration to allow air, water and nutrients to pass into and through the soil profile, increase drainage and improve the breakdown of organic matter (thatch). This will increase the infiltration of water through the soil profile.

The priority would be to undertake the autumn deep aeration/decompaction.

Typical cost per 11 v 11 pitch - £470, 9 v 9 - £336, Mini Pitch - £282.

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## Application of selective herbicide (weed treatment)

**Frequency:**

1 x per year

**Recommended for:**

Whole Ground

Weed control is an important factor in pitch quality and should be undertaken annually, ideally at the end of each season. Therefore May/June for 2023 and this could also be combined with a liquid feed e.g. Seaweed. Ensure that any overseeding is undertaken either 4-6 weeks before or after any weed control has been undertaken.

Weed presence is very high with assessments typically recorded at 40% and should be addressed as soon as is practicable which in this case will be at the end of the 2022/2023 season which is the most realistic approach.

Weeds will tend to die back in the autumn resulting in a loss of ground cover and an increased risk of postponed games.

Selective herbicide should be applied by a fully qualified professional with the appropriate equipment and paperwork. It should not be applied any sooner than 4-6 weeks before or after seeding. This will depend on the product used and product details should be referred to.

Typically mowing should not take place for 3 days before and 3 days after application. Do not apply in drought conditions it may damage the turf and will not treat weeds effectively.

Selective

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## Application of selective herbicide (weed treatment) Continued

herbicides should be sprayed in the dry with little to no wind. Most selective herbicides are rain fast within 24 hours of application. If rain falls prior to this it could affect the success of weed control.

To reduce costs and increase effectiveness this operation is usually limited to one application in late May once new grasses have established and all annual weeds germinated. There may also be benefit in combining this operation with a liquid feed which would be both cost effective and provide the pitch with a short term boost during the growing season,

Typical cost per 11 v 11 pitch - £325, 9 v 9 - £260, Mini Pitch - £195.

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## Overseeding (Out of season renovation)

**Frequency:**

1 x per year

**Recommended for:**

Whole Ground

Generally, the best approach in terms of overseeding would be to 'split' this into two operations – end of season and late summer e.g. August/September/early October for the reasons outlined below. Undertaking any overseeding in a single operation is unlikely to be effective. It may be that depending on the nature of Spring in any given year, consideration should be given to the late summer approach.

There have been instances in recent years where very hot summers e.g. 2019 have significantly impacted overseeding, and increasingly a more flexible approach is likely to be needed. The summer of 2022 has reinforced this point.

The submission did not include any references to wide area overseeding, and should future funding be secured this would be one of the most important areas to focus on (along with deep aeration, weed control and turf nutrition).

Essentially, it's important that the right approach to overseeding is undertaken - the seed requires 'seed to soil contact' - and 'broadcasting' will not be effective.

Currently, although there is a reasonable amount of grass cover away from the high wear areas (the assessments probably understate overall grass

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## Overseeding (Out of season renovation) Continued

cover), improved grass sward quality would make a considerable difference to the quality of the pitch.

There would be benefit in overseeding the pitches in their entirety at least every couple of years at the end of each season, with a view to improving overall sward quality, although rising costs may require a more targeted approach to each pitch.

Whilst grass cover is currently quite high, the sward is likely to contain a high % of annual meadow grass which will 'die back' over the winter months and grass cover will reduce. The aim of overseeding therefore is to reduce the impact of this through the development of better grass sward quality.

In this case, grass sward quality does need to be improved, especially in the high wear areas where grass cover has been lost, together with very high levels of weed presence, and usage levels are high (6 hours per week for Pitch 1). By way of comparison, the average recommended use for a well-maintained natural turf pitch is 4 hours per week. If usage is regularly exceeding this the wear will need to be mitigated by increased maintenance and input of resources to offset the extra hours of use, if not you may expect a significant

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## Overseeding (Out of season renovation) Continued

deterioration of the surfaces particularly during winter months.

The majority of pitches have also experienced significant issues with 'Drypatch' following the very hot and dry summer of 2022.

Disc seed in 3 directions at a rate of 35 grams per square metre (approximately 10-12 x 20kg bags of Perennial Ryegrass seed for a full-size pitch). To improve grass coverage and quality overseeding is required using a dwarf perennial ryegrass mix of at least three cultivars. This should be applied using either a disc seeder or drill seeder which sows the seed directly into the soil at a rate of 30-40gsm per square metre.

Timing of application is key, as seed will struggle to germinate in dry hot weather without irrigation. Consider over seeding during the late August early September timeframe as this will allow maximum time for germination and establishment to take place. Liaise with suitable consumables suppliers to identify the most suitable seed mixture given site specifics. However, it is important to consider that the highest rated cultivars require a

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## Overseeding (Out of season renovation) Continued

higher input, i.e. irrigation and fertiliser etc.

There would also be benefit in undertaking limited overseeding of the high wear areas of the pitch before the onset of autumn. The priority would be to overseed the width of the six yard box through the length of the pitch.

Typical cost of this operation per 11 v 11 pitch - £1,375, 9 v 9 - £1,100, Mini Pitch - £825.

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## Application of fertiliser

**Frequency:**  
2 x per year

**Recommended for:**  
Whole Ground

This is an area where a degree of review is needed, ideally following soil analysis. As outlined below, the cost of granular products is increasing significantly and it may be better to begin to think in terms of spring/summer liquid solutions (little and often), with a slow release granular application in the autumn.

Experience has shown that where funds are limited and best value the major concern, a controlled release product provides 20% immediate availability of nutrients and the remainder over 4-5 months offers the best combination of value and result.

This type of fertiliser provides a slow “drip” feed of nutrient avoiding excessive soft top growth susceptible to disease, encourages root and shoot development and avoids the common difficulty of increasing mowing regimes to keep up with the pace of growth even if only for a confined time period.

Ideally, two applications per year are required - Spring/Summer and Autumn/Winter. Soil analysis is advised before committing significant budget to granular fertilisers. There is a case for applying liquid feeds on a regular basis during spring and summer, and then a controlled granular release in the autumn.

As

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## Application of fertiliser Continued

stated above, consideration could also be given to liquid forms of turf nutrition e.g. Seaweed, given a) rising cost and supply of granular products and b) the need to identify more sustainable approaches. There is however, a trade off in terms of relatively low cost and reduced longevity compared to granular products.

Either way, the planning process should commence asap with contractors and suppliers.

Typical cost per 11 v 11 pitch - £650, 9 v 9 Pitch - £520, Mini Pitch - £390.

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## Goal Mouth repairs (Renovation)

**Frequency:**  
1 x per year

**Recommended for:**  
Whole Ground

The submission did not make any specific reference to the repair of high wear areas such as goalmouths at the end of the season. The approach below should be followed as far as possible.

In areas devoid of vegetation cultivate to create a tilth and relieve compaction before incorporating a sand/soil 50/50 or 70/30 rootzone. Firm and restore levels prior to a further light raking and seeding. If possible cover with germination or protection netting (scaffold debris netting will do) and irrigate to keep the soil moist.

Typical cost per 11 v 11 pitch - £720, 9 v 9 Pitch - £576, Mini Pitch - £420.

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## Surface Grooming

**Frequency:**  
Fortnightly

**Recommended for:**  
Whole Ground

Ideally, this is an operation that would be undertaken by the club/council but obviously requires the necessary equipment. See Equipment section.

Any presence of worm casts should be alleviated by weekly brushing of the surface. Worm casts are unsightly and can smear and cover fine turfgrasses. This would also help with thatch build up, dew dispersal and help to break up any surface debris.

Once the growing season slows, ideally a grass care combination system should be used which will enable brushing, slitting and light rolling to be undertaken in one operation.

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## Slitting

**Frequency:**  
4 x per year

**Recommended for:**  
Whole Ground

Slitting, although useful on it's own, works in perfect partnership with any decompaction works that are undertaken. Over time, the playing surface can become capped through use of machinery and play so the slitter is the perfect tool to keep the top of that soil profile open and give access to those deeper tine holes.

This will improve plant health and root growth through gaseous exchange and nutrient uptake.

Recommend to undertake this roughly every 4-6 weeks during the playing season, after decompaction. It must be mentioned that slitting the pitches should be performed as a preventative i.e. before heavy rain is forecast and not as an attempt to relieve a waterlogged surface as this will cause further damage.

Typical cost per 11 v 11 pitch - £180.

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## Goal mouth repairs (In season)

**Frequency:**  
1 x per year

**Recommended for:**  
Whole Ground

Hand fork the goalmouth and gently apply heave to the fork to relieve compaction, if the area is bare scratching the top soil with a landscaping rake (plastic) to create a fine tilth.

Top dress using a pan shovel with a suitable material (sports sand or sand/soil mix) to return the area to desired surface level, work the dressing into the surface as you go by brushing or raking, taking care not to smother any grass cover. If conditions are suitable add some grass seed, irrigate as required and cover with germination sheeting or scaffold netting if available.

Typical contractor cost approx: £720 (including materials)

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## Scarification

**Frequency:**

1 x per year

**Recommended for:**

Whole Ground

Levels of thatch presence were very significant and assessed at 40mm - which will be impacting surface drainage and increase the likelihood of a waterlogged pitch. Thatch layers can often result in a very saturated upper 25mm of the soil profile after prolonged rainfall where the profile at a depth of 100mm can be relatively dry. Surface water therefore, is often retained by any presence of thatch.

Even allowing for a degree of overstatement in the submission, most recreational pitches have thatch layers of 10mm-15mm.

End of 2022/2023 season to reduce thatch levels and some prioritisation of pitches may be needed. Ideally a tractor mounted scarifier should be used. An alternative would be the use of a spring rake although consideration would need to be given to collecting the arisings.

High levels of thatch will contribute significantly to waterlogging during the winter months as the thatch tends to act as a 'sponge'. The underlying soil profile can often be quite dry at a depth of for example - 150mm.

Typical cost per 11 v 11 pitch - £325, 9 v 9 - £260, Mini Pitch - £195.

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# Maintenance recommendations



Annual budget to carry out recommendations. Please note costs provided are indicative and may vary dependent on quantities and frequency.

**£26250**

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## EQUIPMENT

To carry out the maintenance specified above, we recommend the following equipment to carry out the activities.

*These recommendations are in priority order.*

### Compact tractor

Currently, all pitch maintenance is undertaken by a contractor including mowing. There would be considerable cost savings and benefit to the pitches if the club were to decide to bring some pitch operations 'in house', mowing, slitting, and surface grooming. The ideal configuration would be a compact tractor, rotary roller mower (see below), and a grass care combination system.

- 35 – 40 horsepower
- Turf tread tyres
- ROPS (Ride On Protection System)
- PTO (Power Take Off)
- Three point linkage
- Front weights
- Secure storage may also need to be considered.

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## Mowing equipment

Rotary Roller Mower – recommended.

- Tractor mounted via three point linkage and PTO
- Working width minimum 180cm
- Large diameter front and rear rollers
- Sealed roller bearings.

The benefits over cylinder equipment are a) less expensive to maintain b) easier height of cut adjustment c) more flexible in terms of mowing conditions and d) high quality finish on a consistent basis.

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## Combination turf grooming tool

Grass Care Combination System – for which a three point linkage is required.

- Carrier Frame
- Slitter
- Brush
- Rake
- Light Roller
- Minimum working width circa 180cm

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## Line marker

- Sprayjet marker – recommended.
- Transfer wheel – for back up.
- Setting out equipment – as required.

Sprayjet markers achieve very good grass leaf contact, and generally use less paint than a transfer wheel machine. That said, nozzles need to be cleaned consistently, and the battery needs to be recharged after use (with large sites).

There would be benefit in having both a xfer wheel and sprayjet marker.

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## Soil Sampler

Necessary if the club are successful with a Grass Pitch Maintenance Funding application since two PP submissions per year will be required.

The club may be eligible through the Football Foundation to use it's new or existing grant to contribute towards the cost of a Soil Sampler. Please contact your County FA for more details.

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# TRAINING

To carry out the maintenance specified above, we recommend the following equipment to carry out the activities.

*These recommendations are in priority order.*

[Click here for information on training courses.](#)

[Visit Training Courses >](#)

## Recommended Training

Kevin Staples

**Online Modules Level 1**

[Read More >](#)

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Want to apply for funding?

## FOOTBALL FOUNDATION FUNDING APPLICATION PORTAL

You could be eligible for a grant to help you carry out the recommendations in this report. Click 'Apply here' and you could be on your way to securing a grant and being a part of our mission to transform this country's grassroots game.

Inspection ID: 9146

To apply for funding visit

<https://apply.footballfoundation.org.uk> >

### Training Courses

Further information on any training courses you're recommended to complete can be found on the Grounds Management Association website.

[Visit the GMA](#) >

### The Groundskeeping Community

Join the Football Foundation Groundskeeping Community to with groundskeepers across different levels of the game. You'll be able to ask questions and share best practice.

[Join the Groundskeeping Community](#) >

### Find out more about the Football Foundation's plan to transform the country's grass pitches

Visit our website, which has lots of information about other resources and funding opportunities we're offering organisations involved in the grassroots game.

[Visit the Football Foundation website](#) >



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**Rolleston on Dove Parish Council**  
**16 May 2023**

**Agenda item no. 20**  
**Local Council Award Scheme**

Councillor Stewart has asked that the following information be provided for the council to consider if it wishes to seek accreditation under the Local Council Award Scheme.

NALC's website gives the following explanation:

**About**

The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed them by their peers, and put in place the conditions for continued improvement.

The scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promote and recognise councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practices, drive up standards and support those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach their full potential.

LCAS undergoes a review every year. Local councils must meet the criteria of the guidance that is in place on the date that they submit their completed application form to their local accreditation panel.

**Why should you apply?**

There is a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. Helping the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be a celebration for councillors and officers, as their commitment and hard work are recognised and respected.

An award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard. And finally, the scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement.

**How do you apply?**

1. The first step is to register online with NALC. You will then be charged a £50 registration fee by NALC.

**Tip:** You do not need to have all the criteria in place at this stage, you are simply registering your interest in taking part in the scheme.

**Tip:** You can apply for any award level - you don't need to start at Foundation.

2. When you have the criteria prepared and in place, confirm this in a public meeting.

3. You should then notify your local accreditation panel coordinator and provide the application form including links to online documents. At this stage, you will also pay an accreditation fee to your local County Association. This fee depends on the award level you are applying for (currently Foundation £80; Quality £100; Gold £200).
4. Your local panel coordinator will contact you with the result of your application.

### **Which level award should we apply for?**

#### **Foundation Award**

The Foundation award is for councils who want to show they meet a set of minimum standards to deliver effectively for their communities. To meet this award the council demonstrates that it has the required documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place.

The Foundation award allows you to benchmark your performance as well as challenge you to consider your council's continuing development and improvement.



#### **Quality Award**

The Quality Award demonstrates that a council achieves good practices in governance, community engagement and council improvement. Quality councils go above and beyond their legal obligations, leading their communities and continuously seeking opportunities to improve and develop even further.

To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional evidence of good governance, effective community engagement and council improvement. Due to the level of this achievement, a council with a Quality Award can also be eligible to use the general power of competence.



#### **Quality Gold Award**

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together, have excellent business planning processes, ensuring value for money as well as constantly seek new innovations and opportunities to improve. They highlight the very best we, as a sector, can achieve for our communities.



**ROLLESTON ON DOVE PARISH COUNCIL  
ANTI-FRAUD AND CORRUPTION POLICY**

**1. Statement of Intent**

- 1.1 In carrying out its functions and responsibilities Rolleston on Dove Parish Council (“RPC”) will promote a culture of honesty, openness and fairness and requires elected members and employees at all levels to conduct themselves in accordance with the principles contained in The Relevant Authorities (General Principles) Order 2001 throughout their term of office or employment with RPC. The principles contained in the Order are detailed in Appendix A.

Consequently, RPC recognises and accepts the need for an Anti-Fraud and Corruption Policy.

RPC will not tolerate fraud and corruption in the administration of its responsibilities and will deal equally with offenders whether from inside or outside RPC.

- 1.2 Fraud and corruption are defined as follows:

- Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.
- Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation.

In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

This policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs. The policy is presented in six areas as follows:

Section 2: Culture

Section 3: Prevention

Section 4: Deterrence

Section 5: Detection and Investigation

Section 6: Awareness and Training

**2. Culture**

- 2.1 RPC promotes a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.

- 2.2 RPC will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud RPC or who are corrupt or who instigate financial

malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore, any abuse may, where appropriate, be dealt with as a disciplinary matter.

- 23 Where fraud and corruption has occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

### **3. Prevention**

#### **3.1 Role of Elected Members**

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect RPC from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for elected Members, RPC's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires elected Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality. In addition, elected members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the Borough Council's Monitoring Officer.

#### **3.2 Role of Officers and Employees**

##### **3.2.1 Officers**

Officers are responsible for the communication and implementation of this Policy in their respective work areas. They are also responsible for ensuring that employees are aware of RPC's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

Officers are expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities. All such concerns must be communicated to the Clerk.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed.

RPC recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts. RPC has a recruitment procedure which contains appropriate safeguards on matters such as written references and verification of qualifications held. In addition, where appropriate, the relevant DBS checks will be undertaken for employees who will be required to work with children or vulnerable people.

### **3.2.2 Employees**

The work of employees is governed by RPC's Standing Orders and Financial Regulations and other relevant policies, i.e. Health and Safety etc.

In addition to the above employees are responsible for ensuring that they follow the instructions given to them by their line manager particularly with regard to the safekeeping of RPC's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace. Concerns must be raised through use of RPC's Whistle Blowing Policy.

### **33 Conflicts of Interest**

Elected Members must act as laid down in the Code of Conduct and employees must act in accordance with parish policies to ensure that they avoid situations where there is a potential for a conflict of interests. Effective role separation will ensure that decisions made are seen to be based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.

### **34 Role of Internal Audit**

The Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of RPC's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify the procedural changes necessary to prevent RPC from exposure to losses. Internal audit will also investigate cases of suspected irregularity or fraud.

### **35 Role of External Audit**

The external auditor has a responsibility to review RPC's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and tests of the adequacy of the relevant financial systems and other arrangements for the prevention and detection of fraud. The outcome of these reviews and tests are reported each year in the Annual Return which is presented to elected Members for approval at Council.

## **4. Deterrence**

4.1 Fraud, corruption and theft are considered to be serious offences against RPC and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case in a consistent manner.

4.2 Similarly, any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against RPC or have otherwise acted illegally.

- 43 RPC will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.
- 44 In all proven cases where financial loss has occurred and it is in the public's interest to do so RPC will seek to recover such loss and will give consideration to publicising the fact.
- 45 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of RPC's commitment to taking appropriate action on fraud and corruption when it occurs.

## **5. Detection and Investigation**

- 5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.
- 5.2 In addition, it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination and RPC's Whistle Blowing procedure has been designed specifically to address this matter.
- 5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.
- 5.4 All suspected irregularities should be reported directly, or via an intermediary, to the Clerk. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.
- 55 Investigations will normally be conducted by the Clerk and reported to the Chairman who will determine whether or not referral to the Police is appropriate. The outcome of all investigations where loss has been suffered will be reported to RPC's external auditor.
- 56 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.
- 57 Where necessary, following the investigation, RPC's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

## **6. Awareness and Training**

- 6.3 RPC recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.
- 6.4 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of RPC's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

**7. Conclusion**

RPC has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. RPC is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding fraudulent or corrupt activity that may affect its operations.

The Clerk has day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to be satisfied that RPC's exposure to potential fraud and corruption is minimised and that the results of this review are reported to the Council.

Adopted: 08 April 2019

Review: May annually

Reviewed: 16 May 2023 – no changes

## **APPENDIX A**

### **THE GENERAL PRINCIPLES**

#### **Selflessness**

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person.

#### **Honesty and Integrity**

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

#### **Objectivity**

Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits.

#### **Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

#### **Openness**

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

#### **Personal Judgement**

Members should take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

#### **Respect for Others**

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

#### **Duty to Uphold the Law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

#### **Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

#### **Leadership**

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



**ROLLESTON ON DOVE PARISH COUNCIL  
MEMBERS AND OFFICERS SUBSISTENCE / MILEAGE POLICY 2023/24**

**1. Subsistence / Mileage Rates**

<b>Motor Mileage Rates*</b>	
All cars and vans	45p per mile (first 10,000 miles)
	25p per mile (over 10,000 miles)
Motorbikes	24p per mile
Cycles	20p per mile
<b>Subsistence Rates**</b>	
<b>Allowance Period</b>	<b>Maximum Payable</b>
Breakfast (before 11 am)***	£5.00
Lunch (between 12 noon and 2 pm)	£7.50
Tea (between 3 pm and 6 pm)	£3.50
Evening Meal (after 7 pm)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
<b>Public Transport</b>	
Reimbursement of public transport fares (2 <sup>nd</sup> class or economy class only)	

\*HMRC Approved Mileage Allowance Payments

\*\*The subsistence rates quoted are for periods of four hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

\*\*\*May only be claimed where an overnight stay is required and breakfast is not included in the accommodation charge.

**2. Approved Duties**

**Members**

- Attending conferences, e.g. National Association of Local Councils (NALC)
- Attending training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the council at other events/meetings outside the parish boundary as approved by the parish council from time to time

**Officers**

- Mileage will be paid for all duties undertaken within and outside the parish boundary (with the exception of attendance at scheduled parish council meetings)
- Attendance at conferences, e.g. SLCC, NALC
- Attending approved training courses
- Attending meetings at East Staffordshire Borough Council and Staffordshire County Council
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the parish council from time to time

# **ROLLESTON ON DOVE PARISH COUNCIL**

## **STANDING ORDERS**

**Adopted 11 March 2019  
(Reviewed 16 May 2023)**

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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 five 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 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 during the Public Forum or if they are invited to do so by the Chair.
- 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 5 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 who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k **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.

- l A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- m 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.
- n 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).
- o 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.
- p 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.
- q 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.*
- r 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.
- s 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.
- t 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.
  
- u **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.*
  
- v **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.
- 

#### **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 two 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.**
- g **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.**
- h **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.**
- i 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 of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. 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;
- xii. 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 seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

## **7. PUBLIC FORUM**

See also standing orders 3(e)-3(j).

- a A person being a registered local government elector within the parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish Council ask a question about any matter on which the Parish Council has power.
- b Each question shall be directed to the Chairman of the meeting who may answer orally, may undertake to provide a written reply within seven days or may decline to answer.
- c Public Question time shall be limited so that no further question shall be put after 15 minutes from the commencement of the first question.
- d Members of the public will not be permitted to speak during the business part of the meeting unless invited to do so by the Chair.

## **8. PRESENTATION OF PETITIONS**

- a A person being a registered local government elector within the Parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish council present a petition of at least 10 signatures of local government electors living within

the parish about any question on which the Parish Council has power. The petitioner may speak for two minutes.

- b Each petition shall be handed to the Chairman of the meeting who may answer orally, provide a written reply within seven days, and decline to answer or defer discussion until the next meeting of the Council.
- c A maximum of five petitions may be presented at any meeting of the Parish.

## **9. 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 three councillors to be given to the Proper Officer in accordance with standing order 30(b), 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 9(a) has been disposed of, no similar motion may be moved for a further six months.

## **10. 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.

## **11. 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 seven 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(a), 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(a) 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 four 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.

## **12. 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.

## **13. 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.**

#### **14. 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 12(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.**
- 
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- f Subject to the publication of draft minutes in accordance with standing order 14(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.

#### **15. 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 a meeting of the council or committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 15(d) and (f), a dispensation request shall be considered 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 15(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.**

## **16. 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 16(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 16(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.**

## **17. PROPER OFFICER**

- a The Proper Officer shall be the clerk or (ii) an elected 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 11, include on the agenda all motions in the order received unless a councillor has given written notice at least four 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. ensure that every councillor's register of interests is supplied to the Borough Council;
  - 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 (where one has been appointed);
  - 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 26);*
  - 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 council within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- 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 26).

## **18. DELEGATION OF AUTHORITY**

- a The council will delegate authority to the Clerk in consultation with the Chair and Vice-Chair (or other councillors should one or the other be indisposed) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the COVID-19 outbreak, informed by consultation with members of the council. All decisions to be minuted appropriately. Delegated authority to cease upon the first face-to-face meeting of the council.

## **19. RESPONSIBLE FINANCIAL OFFICER**

- a The Clerk will act as the Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the council.

## **20. 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 at every meeting of the council 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 seven 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.

## **21. 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 21(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 ([www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder)) regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of 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 £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works 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 £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 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.**

## **22. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of council OR the Finance committee is subject to standing order 13.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of or, if he is not available, the vice-chairman (if there is one) of the council of absence occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c The chairman of the council, or in his absence the vice-chairman, shall upon a resolution, conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the council.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the council, or in his absence, the vice-chairman of council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.
- e Subject to the council's policy regarding the handling of grievance matters, if an

informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 13(a), persons with line management responsibilities shall have access to staff records referred to in standing order 21(f).

**23. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**
- b **The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

**24. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list)

*See also standing order 13.*

- 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.**

**25. 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.

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

*See also standing orders 17(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 26(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.*

**27. COMMUNICATING WITH BOROUGH AND COUNTY 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 Borough and County Council representing the area of the council.

**28. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

Unless duly authorised no councillor shall:

- i)     Issue orders, instructions or directions  
or  
ii)    Inspect any land and/or premises which the council has a right or duty to inspect

**29. YOUTH REPRESENTATIVES AT PARISH COUNCIL MEETINGS**

- a     The Parish Council shall have a maximum of two Youth Representatives. It will annually co-opt one Youth Representative who will then serve for a maximum period of two years.
- b     The Youth Representatives must have their principal place of residence in the Parish of Rolleston on Dove at the time of co-option and throughout their period of office. If either of the Youth Representatives should change his/her place of residence to a location out of the Parish of Rolleston on Dove, he/she will be required to resign forthwith and the vacancy shall be filled by co-option at a subsequent Parish Council meeting.
- c     Youth Representatives must be under 18 years old and over 14 years old at the time of co-option.
- d     The Parish Council will advertise vacancies in the Rollestonian, the village website and on village notice boards. If no-one is forthcoming it will work in partnership with the principal High School serving the Parish of Rolleston on Dove in order to identify up to two Youth Representatives. In the event of more than two young people being interested, the Parish Council recommends that an election takes place within the School.
- e     Youth Representatives will be invited to all meetings of the Parish Council but will have to leave when the Press and Public are excluded. They will have the right to place items on the Agenda, to speak on all items and to receive, in advance of meetings, Minutes and documents for all items. They will not have the right to vote.
- f     A Youth Representative may be removed from office by a majority vote of the Council on a "resolution moved on notice" in accordance with Standing Order 9 and shall be subject to the Council's Standing Order 2 concerning "disorderly conduct".

**30. STANDING ORDERS GENERALLY**

- a     All or part of a standing order, except one that incorporates mandatory statutory or

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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 three 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.

**DOCUMENT HISTORY**

**Detailed History of Changes**

<b>Rev. No.</b>	<b>Date</b>	<b>Description of Changes</b>
1.0	11/03/2019	Original document adopted by the council
1.1	09/03/2020	Page 10, SO 7 Planning Applications: Consideration outside of normal meeting schedule removed and remaining SOs renumbered
1.2	11/05/2020	Addition of "Delegation of Authority" as SO 18, remaining SOs renumbered
1.3	05/05/2021	Minor amendments to correct cross references throughout the document.
1.4	13/06/2022	SO 28 amended to reflect text in NALC's Model Standing Orders
	16/05/2023	Reviewed – no changes required