

# Haywards Heath Town Council

## Standing Orders and Financial Regulations

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***This full document is approved by the Council as part of the Standing Orders and Financial Regulations to govern the business of the Council. Use of the word “he” is to be taken in the universal context to mean he/she.***

***Date adopted (revised) by Council: 31<sup>st</sup> January 2022***

## STANDING ORDERS

### 1. Meetings of the Council

- a Meetings of Council and Standing Committees shall take place at The Town Hall, 40 Boltr Road, unless otherwise stated meetings will start at 7.30pm. Notice of the dates, specific venue and time will be posted in advance on the Councils notice board on Boltr Road. Notice may also be posted on the council's website and neighbourhood community notice board. 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 Council and Standing Committee 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.
- d Members of the public may ask questions of the Chairman at meetings which they are entitled to attend, in respect of the business on the agenda.
  - (i) In respect of Planning Committee meetings, in accordance with the remaining provisions within the standing orders relating to public participation, members of the public may also make representations on the applications.
    - *Representations to be made will be restricted to a maximum of four persons speaking for and or against the application.*
    - *In the event of a large number of speakers indicating to speak on an application, the Chairman has the discretion to increase the number allowed to speak*
- e The period of time designated for public participation at a meeting in accordance with standing order 1(d) shall not exceed thirty minutes for Ordinary Council (excluding annual Council), and fifteen minutes for standing committee, unless suspension of this standing order is approved by motion. If there are not sufficient questions to fill the time allotted the Chairman may draw the item to close and move immediately to the business of the agenda. Public participation is not then permitted once the Chairman has moved in to the substantive agenda.
- f Subject to standing order 1(e), a member of the public shall speak once, not exceed three minutes, and will have no right of reply.
- g In accordance with standing order 1(d), 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.
- h A person shall raise their hand when requesting to speak and stand when speaking\* (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking. A member of the public should give their name and state his parish of residence when speaking for the minute.

*\*Standing is only required at meetings of the full Council, for Standing or Sub Committees the Councillor need only raise his hand to indicate he wishes to speak, but may remain seated.*

- 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 Council members may attend any Standing Committee or sub-committee meetings, however where a Councillor is not a member of the committee or sub-committee they may only speak at the meeting, by giving advance notice to the Chair of their attendance and the items they wish to speak upon. Non-Members will speak after the committee members are given the opportunity and the Chair is not obliged to allow the non-member to speak should the debate prove lengthy and time short to cover all matters on the agenda.
- l Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted in accordance with the Councils approved protocol which shall be displayed at the meeting.
- 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. The Council shall not be required to accommodate more than two representatives.
- 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 any).
- o The Town Mayor, if present, shall preside at a meeting of the Council as Chairman. If the Town Mayor is absent from a meeting, the Deputy Mayor, 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 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 3(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- r 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 gives his vote for or against that question. Such a request shall be made before the vote is taken.
- 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 present;
  - iii. the names of those who sent apologies for absence, along with the reason, if given.
  - iv. interests that have been declared by Councillors with voting rights;
  - v. whether a Councillor 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 who has a disclosable pecuniary or prejudicial interest as set out in the Council's code of conduct in a matter being considered at a meeting, is required to leave the room for the discussion and not vote on that matter.
- u No business may be transacted at a Council meeting unless at least one-third of the whole number of members of the Council are present. If at the expiration of fifteen minutes after the time at which any meeting of the Council is appointed to be held, the Town Clerk after establishing the numbers present, announces that a quorum is not present then no meeting shall take place.
  - (i) Quorum at a Committee or Working party will be half of the whole membership or 4 whichever is the greater.
- v If a meeting becomes inquorate, the Town Clerk will advise that fact to the Chairman who shall adjourn the meeting, those who are present and those who are absent will be entered in to the official minutes. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of two hours.
- x The Business of Ordinary Meetings of the Council will be;
  - i. To choose the person to preside if the Town Mayor or Deputy Mayor is not present
  - ii. To deal with any business required by statute to be done before any other business
  - iii. To approve as a correct record, the minutes of the last meeting of the Council.
  - iv. To receive Member's declarations of interest
  - v. Mayors Announcements
  - vi. To dispose of any business (if any) remaining from the last meeting
  - vii. To receive and consider any reports (or minutes) from standing committees
  - viii. To authorise the sealing of documents, so far as the Council's authority is required by statute or these standing orders.
  - ix. To consider notices of motions in the order that they have been received

The Chairman may vary the order of business on the agenda for matters iii-x if in his view the matter is of special urgency to demand higher precedence.

## 2. Committees and sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee or working party whose terms of reference and members shall be determined by the committee.
- b The members of a sub-committee or working group may include non-Councillors unless the sub-committee/working group regulates and controls the finances of the Council.
- c Non-Councillor members of subcommittees or working groups will not have voting rights.
- d Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.
- e Working parties will:
  - a. be discharged once their terms of reference have been completed
  - b. refer all recommendations to their parent committee before they have effect

- f 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 full 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, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee;
  - v. Shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee;
  - vi. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - vii. Shall determine if the public may participate at a meeting of a committee;
  - viii. 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;
  - ix. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - x. May dissolve a committee.

### 3. 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 new Councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on the second Monday in May.
- c In addition to the annual meeting of the Council, at least five other ordinary meetings shall be held in each year in January, March, July, September and November.
- d The first business conducted at the annual meeting of the Council shall be the election of the Chairman (Town Mayor) and Vice-Chairman (Deputy Town Mayor) of the Council.
- e The Town Mayor, 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.
- f The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman (Town Mayor) 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 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 must 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 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 must 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 any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
  - i. In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - v. Appointment of members to existing committees;
  - vi. Appointment of any new committees in accordance with standing order 2 above;
  - vii. Review of representation on or work with external bodies and arrangements for reporting back;
  - viii. In an election year, to make arrangements with a view to the Council remaining eligible to exercise the general power of competence;
  - ix. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

#### **4. Extraordinary meetings of the Council and committees and sub-committees**

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time, giving appropriate notice.
- b If the Chairman of the Council does not or refuses to 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 must be signed by the two Councillors.
- c The Chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time, giving appropriate notice of at least seven clear days.
- d If the Chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

#### **5. 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.
  - j Subject to standing order 1(k) below, 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 of 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. In exercise of a right of reply.
  - p During the debate of 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 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 4(r) above, 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.

## 6. 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 the Chairman feels it necessary, to retain order, that he rises to his feet during a debate, the speaker will stop speaking and retake his seat.
- c If person(s) disregards 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d If a resolution made under standing order 5(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.

## 7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven Councillors to be given to the Proper Officer in accordance with standing order 9 below. This standing order shall not apply to motions moved in pursuance of the report or recommendation of a committee, nor to a motion to rescind any resolution merely postponing consideration of a matter.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## 8. Voting on appointments

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

## 9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for 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(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five 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 Subject to standing order 9(e) above, 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 in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

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

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 amend a motion
- vi. To grant leave to withdraw the motion
- vii. To appoint a person to preside at a meeting;
- viii. To change the order of business on the agenda;
- ix. To proceed to the next business on the agenda;
- x. To require a written report;
- xi. To appoint a committee or sub-committee and their members;
- xii. To extend the time limits for speaking;
- xiii. To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xiv. To not hear further from a Councillor or a member of the public;
- xv. To exclude a Councillor or member of the public for disorderly conduct;
- xvi. To temporarily suspend the meeting;
- xvii. To suspend a particular standing order (unless it reflects mandatory statutory

- requirements);
- xviii. To adjourn the meeting; or
- xix. To close a meeting.

## 11. Handling confidential or sensitive 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 or sensitive information which for special reasons would not be in the public interest.
- d) Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest and without legal justification.

## 12 Draft minutes

- a) If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b) There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- 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 ( xxx ) held on [date] in respect of ( xxx ) 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 £250, it shall publish draft minutes on a website which is publicly and free of charge not later than one month after the meeting.
- f) Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft

minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. Code of conduct and dispensations

- a All Councillors and non-Councillors shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest *or* 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.
- c 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.
- d A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- e 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.
- f Subject to standing orders 13(c) and (e) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:
  - 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 or
  - 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.
- h. A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or
  - iii. it is otherwise appropriate to grant a dispensation.

## 14. Code of conduct complaints

- a Upon notification by Mid Sussex District Council that it is dealing with a complaint that a Councillor has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to both the Chairman and Leader of the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman and Leader 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 what action, if any, to take.
- 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 into the matter.
- d Upon notification by Mid Sussex District 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 the person. Such action excludes disqualification or suspension from office.

## 15. Proper Officer

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

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

- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the planning committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also *standing order 24*).

## 16. Responsible Financial Officer

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

## 17 Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)

- 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 via the Policy and Finance committee, in, June, September, November, January and March in each year a statement to summarise:
  - (i) The Council's receipts and payments for each quarter;
  - (ii) The Council's aggregate receipts and payments for the year to date;
  - (iii) The balances held at the end of the quarter being reported and which highlights any actual or potential overspend.
- d Before the June Policy and Finance Committee, the Responsible Financial Officer shall provide:
  - i. Each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
  - ii. To the full Council/ Policy and Finance Committee the accounting statements for the year in the form of Section 1 of the annual 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 applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council/ Policy and Finance Committee for consideration and formal approval before 30 June.

## 18 Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the

Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.



## 19 Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council, The Policy and Finance Committee or Staff Working Party is subject to standing order 11 above.
- b Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Policy and Finance Committee or in his absence, the Vice-Chairman of the Policy and Finance Committee in respect of an informal or formal grievance matter, and this matter shall be referred for consideration to the Staff Working Party then the Policy and Finance Committee.
- c Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice-Chairman of the Finance and General Purposes Committee, this shall be communicated to another member of the committee, and this matter shall be referred for consideration to the Staff Working Party.
- d Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- e The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- f Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(d) and (e) above if so justified.
- g Access and means of access by keys or computer passwords to records of employment referred to in standing orders 19(d) and (e) above shall be provided only to The Clerk or Responsible Finance Officer (Deputy Clerk).

## 20 Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998 and General Data Protection Policies regulations.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 21 Responsibilities to provide information

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

## 22. Responsibilities under data protection legislation

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

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

## 23. 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.

## 24. Execution and sealing of legal deeds

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

## 25. Communicating with District and County or Unitary Councillors

- a Notification of meetings shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.

## 26. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no individual Councillor shall:
  - i. Inspect any land and/or premises which the Council has a right or duty to inspect;  
or
  - ii. Issue orders, instructions or directions.

## 27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least seven Councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.
- e Every member of the Council attending a meeting of Council or any of its committees or sub committees shall sign his name in the attendance book or sheet provided for that purpose.
- f The Town Clerk, in consultation with the Chairman and Vice Chairman of the relevant committee, to take action deemed desirable on any matters which the Committee concerned have delegated powers but which require urgent action.
- g After the expiry of the preceding period of eligibility to use the General Power of Competence, should the criteria no longer be fulfilled, the Council continues to be an eligible Council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the Council's preceding period of eligibility referred.

## 28. List of standing committees and terms of reference

- a The Standing Committees of the Council shall be as follows:-
  - Planning Committee - 8 Members consisting, if possible, of at least one Member representing each Ward of the Town.
  - Environment and General Purposes Committee - 8 Members
  - Policy and Finance Committee - 8 MembersThe Mayor and Deputy Mayor shall be ex-officio Members of all Standing Committees.
- b All the Council's powers and duties shall be delegated to the Standing Committees in accordance with the Terms of Reference, subject to the following exceptions: -
  - (i) The power of raising loans and setting the precept;
  - (ii) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being;
  - (iii) The appointment to or co-option on a Committee or Sub-Committee of a person who is not a Member of the Council or of a Committee;
  - (iv) Standing Orders and the functions and constitution of Committees and Sub-Committees;
  - (v) Dates of Meetings of the Council;
  - (vi) Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
  - (vii) Filling of vacancies occurring on any Committee of the Council during the Council year;

- (viii) The appointment or dismissal of the Town Clerk.
- c Places on each Committee will be allocated in proportion to the numbers of seats held by the various parties or independents as a group at any time rounded to the nearest equivalent
- d The Chairman and Vice-Chairman of the Committee shall be ex-officio a Member of every Sub-Committee or working party appointed by the Committee, unless he signifies in writing to the Town Clerk that he does not wish to serve.

#### **TR1 POWERS AND DUTIES OF STANDING COMMITTEES**

- A Subject to standing order 26 (b), and to observance of decisions of the Council on matters of principle or policy, Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
  - (b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
  - (c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
- B The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.
  - C Full Council – see Appendix 1
  - D Planning Committee – see Appendix 2
  - D Policy and Finance – See Appendix 3
  - E Environment and General Purposes Committee See Appendix 4

#### **TR2 DELEGATION TO CHAIRMEN GENERALLY**

To cancel or postpone a meeting owing to lack of business or in an emergency.

#### **TR3 LEADER OF THE COUNCIL**

In accordance with approved Council policy minute no. 30 dated 18<sup>th</sup> July 2011, the Leader of the majority group on the Town Council at any time will assume the position of Leader of the Council and, *for the purposes of democratic legitimacy will be subject to formal appointment at the Annual Town Council meeting* (s)he will have the following approved powers:-

- a) Chair meetings of the Chairman's Working Group to plan the forward agendas of the Council and its Committees;
- b) Oversee the preparation of business for Council's consideration;
- c) Indicate to the Town Clerk the priorities and programmes of the majority party, and their likely reaction to new policies or projects;
- d) To bring together the majority group's policies and plans, and their reactions to proposals, and represent them forward to the Town Clerk;

- e) Be the first port of call for the Town Clerk when an issue arises that requires a political response from the Council and the issue does not naturally fall within the terms of reference of one of the four programme committees;
- f) In discussion with the Leaders of the Minority Parties, propose Council appointments to outside bodies;
- g) To be the Chairman of Mid Sussex Association of Town Council during the years when Haywards Heath Town Council take responsibility for administration.

## **Contracts**

### **C1 CONTRACTS TO COMPLY WITH STANDING ORDERS**

- a Every contract, whether made by the Council or by a Committee or Sub-Committee to which the power of making contracts shall have been delegated, shall comply with Standing Orders and Financial Regulations and no exception from any of the following provisions shall be made otherwise than by direction of the Council or, in an emergency, by such a Committee or Sub-Committee as aforesaid with the approval of the Chairman of the Finance and General Purposes Committee.

#### Exceptions

- b Every exception made by a Committee or Sub-Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.
- c Express note of any exception from any of the provisions of these Standing Orders and of the emergency, if any, by which the exception shall have been justified shall, unless recorded in the report of a Committee or Sub-Committee, which is laid before the Council, be made in the Minutes of the Council.
- d Before any contract for the supply of goods and materials, execution of works, or any provision as to the maintenance or servicing thereof is made, the Town Clerk or Responsible Finance Officer initiating such order shall ensure that the estimated cost of said supply or works has been included in the annual budget of the Council under the appropriate heading.
- e Any proposed contract for the supply of goods and materials, execution of works or any provision as to the maintenance or servicing thereof which has not been included in the annual budget shall be the subject of a separate report to the appropriate Committee or the Council. If approved, normal tender procedures will apply.

### **C2 TENDERING PROCEDURES**

#### Invitation of tenders

- a A specification for the goods, materials, services or the execution of works shall be drawn up;
- b 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;

- c Where the estimated cost of works, goods and materials and related services is as set out below and the requisite provision thereof has been made in the approved budget, the arrangements for the invitation of tenders or quotations and the subsequent acceptance thereof shall be as shown.

<u>Estimated Value</u>	<u>Method of Invitation</u>	<u>Acceptance by</u>
£5,000 to £10,000	Minimum of three invitations for quotations	Town Clerk
£10,000 to £20,000	Minimum of four invitations for quotations	Town Clerk and Chairman and Vice Chairman of Appropriate Committee
£20,000 to £50,000	Minimum of five invitations for quotations	Town Clerk and Chairman and Vice Chairman of Appropriate Committee
Above £50,000	Minimum of five invitations for tenders (with discretion to invite tenders by public advertisement up to £75,000)	Town Clerk and Chairman and Vice Chairman of appropriate Committee and Town Mayor.

- A In all cases up to £20,000 where the lowest tender received is in excess of 5% above the original estimate, or in cases over £20,000 where it is in excess of the original estimate, it shall be reported to the appropriate Committee for acceptance or otherwise.

#### B Public Advertisement

Contracts which exceed £75,000 in value or amount for the supply of goods or materials or the execution of any work for which provision has been made in the annual budget shall not be made unless at least ten days public notice has been given in one or more of the local newspapers circulating in the district. Provided that it shall not be obligatory for the Council or any Committee or Sub-Committee exercising powers delegated by the Council to invite tenders for a contract or materials where effective competition is prevented by Government control or where the Town Clerk reports in writing to the Council or to the Committee or Sub-Committee exercising such powers that effective competition is prevented by the special nature of the goods or materials required. Nor shall it be necessary to give public notice of the intention to enter into such a contract.

#### C Standing Lists of Tenderers

- (i) Where the Council has determined that lists shall be kept of persons to be invited to tender for contracts for the supply of goods and materials of specified categories, values or amounts or for the execution of specified categories of work, notices inviting applications for inclusion in the lists shall be published in one or more newspapers or journals circulating amongst such persons as undertake contracts of specified values or amounts or categories.
- (ii) The list shall contain the names of all persons who wish to be included in it and are approved by the appropriate Committee and indicate whether a person whose name is included on it is approved for contracts for all, or only some of the specified values or amounts or categories.

- (iii) The said list shall be amended as required from time to time and shall be reviewed at intervals not exceeding five years.
- (iv) Where, by virtue of a decision of the Council or of the Committees or the Town Clerk duly authorised on that behalf, invitation to tender for a contract is limited to persons whose names appear on the list maintained under this Order, an invitation to tender for a particular contract shall be sent. In respect of contracts of above £5,000 but less than £10,000 to three tenderers, £10,000 to £20,000 to four tenderers, £20,000 to £50,000 and above five tenderers. Should the said list not include the required number of tenderers then a minimum of two will be invited to tender.
- (v) The Council has approved the use of Constructionline and the Contractors Health and Safety Scheme (CHAS) as part of the tendering and Health and Safety Processes associated with future contracts entered into by the Town Council.
- (vi) Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5. as amended) and the Utilities Contracts Regulations 2006 (SI No.6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

#### D Exceptions to procedures

The Order shall not apply to:-

- (i) The supply of goods and materials or the execution of works of less than £5,000 in value;
- (ii) Purchase by auction;
- (iii) Purchase or repair of patented or proprietary goods or materials sold at fixed price;
- (iv) Purchase of materials normally supplied by specialist contractors;
- (v) The execution of work, the purchase of goods or materials or the provision of services involving special, scientific or artistic knowledge;
- (vi) The execution of work or the purchase of goods or materials which are a matter of urgency after prior reference to the appropriate Committee Chairman;
- (vii) The purchase of goods or materials which the Town Clerk may from time to time deem it expedient to make in the open market provided that before making any such purchase the approval of the Chairman of the appropriate Committee concerned is obtained and finance is available in the appropriate budget;
- (viii) Contracts with professional persons for the execution of works in which the personal skills of the person is of primary importance, and
- (ix) Those contracts where a Committee may expressly determine that it is in the Council's interests that a tender be negotiated directly with a contractor or supplier of goods or services.

#### E Requirements for submission of tenders

Where a public invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a plain sealed envelope which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall remain in the custody of the Town Clerk until the time appointed for their opening.

F Declarations as to conduct of Tenderer

In connection with the submission of tenders for the execution of works or supply of goods and materials, declaration shall be obtained from each tenderer in the following form:-

"We declare that we are not parties to any scheme or arrangement under which

- (i) We communicate the amount of our tender to any other person or body before the contract is let;
- (ii) Any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his tendering costs, and
- (iii) Our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

No provision is made in our tender price for any reimbursement of any adjustment of any contribution thereto."

G Procedure for opening tenders

Tenders shall be opened by the Town Clerk or an official of the Council designated by him at one time and only in the presence of such Member or Members of the Council as may have been designated for the purpose by the Council or by the Committee or Sub-Committee to which the power of making the contract to which the tenders relate has been delegated. Where tenders have been opened in pursuance of this paragraph they shall be recorded and reported to the next meeting of the appropriate Committee or Sub-Committee.

H Limitations of acceptance of tenders

A tender other than the lowest tender if payment is to be made by the Council or the highest tender if payment is to be received by the Council shall not be accepted until the Council shall have considered a written report from the appropriate Officer.

**C3 CONTRACTS FOR SUPPLIES AND SERVICES OR WORKS ETC**

- A Every contract which exceeds £10,000 in value or amount shall be in writing.
- B Every contract in writing shall be signed by the Town Clerk on behalf of the Council.
- C Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate Committee or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £10,000 shall be entered into on behalf of the Council by the Town Clerk or his nominated representative by issuing an official order only.

**C4 CONTENTS OF WRITTEN CONTRACTS AND PENALTIES**

Every written contract shall specify:-

- (i) The work, materials, matters or things to be furnished, had or done;
- (ii) The price to be paid with a statement of discounts or other deductions, and
- (iii) The time or times within which the contract is to be performed.

**C5 CORRUPT PRACTICES**

There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the contractor the amount of any loss resulting



from such cancellation if the contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the contract or any other contract with the Council, or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Council, or if the like acts shall have been done by any person employed by him/her or acting on his/her behalf (whether with or without the knowledge of the contractor) or if in relation to any contract with the Council the contractor or any person employed by him/her or acting on his/her behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916, or shall have given any fee or reward the receipt of which is an offence under section 117(2) of the Local Government Act 1972.

## **FINANCIAL REGULATIONS**

### **1 FINANCIAL ADMINISTRATION**

- 1.1 The Town Clerk, under the direction of the Policy and Finance Committee, shall regulate and control the finances and accounts of the Town Council and supervise and co-ordinate financial and accounting methods.
- 1.2 The Responsible Finance Officer (the Head of Finance and Support Services) shall be responsible, under general direction of the Town Clerk, for the proper administration of the Council's financial affairs and the production of financial management administration, all in accordance with approved policy.
- 1.3 The Town Clerk is responsible for the day-to-day control of cleaning/caretaking staff and for the security and custody of the Town Hall, Groundsman Depot their plant, equipment, materials and stores.
- 1.4 The Council shall seek to be transparent as possible with regards to both decision making and transactions to the extent allowed by law. The requirements of the Local government transparency code 2014 shall be used as the minimum requirement.

### **2 FINANCIAL PLANNING AND ANNUAL ESTIMATES**

- 2.1 The Town Clerk shall each year recommend to the Town Council a programme for consideration of estimates and the programme is to include adequate time for such discussions between the Policy and Finance Committee, other programme committees and Council.
- 2.2 Detailed estimates of income and expenditure on revenue accounts, and receipts and payments on capital account, shall be prepared each year by the Town Clerk, in consultation with the Responsible Finance Officer, who will examine and complete the estimates and submit them to the committees responsible for the services by the prescribed date.
- 2.3 The Policy and Finance Committee shall review the estimates and submit them to the Council not later than February in each year, together with such summaries, statements and reports as are considered desirable in order to enable Council to determine the precept to be levied for the ensuing year.

- 2.4 Concurrently with the report to the Council and the proposed precept to be levied for the ensuing year, the Town Clerk shall report as to the funding of the capital programme in order to enable a definite programme for the following year to be determined.

### **3 BUDGETARY CONTROL**

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in the approved budget, subject to the requirements of Standing Orders.
- 3.2 The Town Clerk has powers to vire amounts provided within the approved revenue and capital budgets, except in the case of sums provided for pay and allowances or when any continuing expenditure is to be generated.
- 3.3 Expenditure may be incurred which cannot be met from the amount provided within the net revenue budget by authorisation of the Town Clerk by a maximum of £1,000 in writing to the RFO with the Committee Chairman copied in, with all authorisations being reported to the next meeting of the Policy and Finance Committee.
- 3.4 Except as provided in Standing Orders, all proposals involving expenditure on capital account shall be the subject of an annual report to the appropriate committee and the report shall include the full financial implications of the proposals.
- 3.5 The Policy and Finance Committee shall carry out a review of the expenditure and income of the Council at the same time as it undertakes its evaluation of the following year's budgetary requirements.

### **4 INCOME**

- 4.1 The collection of all sums due to the Council shall be under the supervision of the Responsible Finance Officer, who shall make and maintain adequate arrangements for prompt and proper accounting for all receipts of monies, including its collection, custody, control and deposit.
- 4.2 The Town Council will agree the scale of fees and charges for each service on, at least, an annual basis following a report of the Town Clerk.
- 4.3 Personal cheques shall under no circumstances be cashed out of money held on behalf of the Council.

### **5 BANKING ARRANGEMENTS**

- 5.1 All arrangements with the Council's Bankers shall be made by or under arrangements approved by the Town Clerk who shall be authorised to operate such banking accounts as he/she may consider necessary.
- 5.2 All schedules approving bank payments by whatever means shall be presented to a meeting of the Finance & General Purposes Committee. All cheques, except for those drawn on the Impress Account, shall be signed by two specified Members of the Council. All standing Orders and Direct Debits shall be signed at inception by two specified Members of the Council. All lists of electronic payments (by BACS or Autopay) shall be signed by two specified Members of the Council.
- 5.3 Where internet banking (Autopay, Bacs, Chaps) arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state

clearly the amounts of payments that can be instructed by the use of the Service Administrator alone or by the Service Administrator with a stated number of approvals.

- 5.4 Transfers between different bank accounts operated by the Council for the purposes of separating funds for particular purposes or for the purposes of maximising bank interest to the Council shall be authorised to the Bank in writing, or by online instruction, by the Responsible Finance Officer save that any single transfer of funds shall not exceed an amount approved on an annual basis at the annual Council meeting in May. Investment of surplus funds in excess of this figure shall be authorised by two Members of the Council.
- 5.5 Any Debit Card issued for the use will be specifically restricted to the Clerk/ Responsible Finance Officer/Assistant to the Town Clerk and will also be restricted to a single transaction amount of £1000 unless authorised by Council or finance committee in writing before any order is placed.
- 5.6 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/ Responsible Finance Officer/Assistant to the Town Clerk and shall be subject to automatic payment in full at each month-end. This will also be restricted to a single transaction amount of £1000 unless authorised by Council or finance committee in writing before any order is placed.

## **6 ORDERING PROCEDURES**

- 6.1 Official Orders shall be issued for all work, goods or services to be supplied to the Council and such orders should be signed by the Clerk, Responsible Finance Officer/Assistant to the Town Clerk.
- 6.2 The Order Books shall be controlled by the Responsible Finance Officer.
- 6.3 Each Order raised shall conform to the directions of the Council with respect to Standing Orders.

## **7 PAYMENT PROCEDURES**

- 7.1 Apart from petty cash, the normal method of payment of money due from the Council shall be by cheque or other order drawn on the Council's Bankers, including by electronic transmission.
- 7.2 Before payment of accounts is made the Council's Finance Section under the authority of the Responsible Finance Officer should be satisfied that the goods have been authorised for payment by the relevant officer, who will ensure that the goods/services have been received in accordance with the specification.
- 7.3 The payment of all salaries, wages and other emoluments shall be made by the Finance Section in accordance with the instructions of the Responsible Finance Officer concerning national pay awards and other information likely to have a bearing on individual members of staff conditions of service.
- 7.4 The Responsible Finance Officer is responsible for keeping all payments of salary and wages information fully up-to-date, including information on superannuation, income tax, national insurance and other statutory payments or deductions.

## **8 PETTY CASH ACCOUNT**

- 8.1 The Responsible Finance Officer shall maintain petty cash of such amount as may, from time to time, be necessary for the payment of small miscellaneous items and such urgent payments as may be determined.

8.2 Vouchers for payments made from these accounts shall be kept in accordance with instructions laid down from time to time by the Responsible Finance Officer.

8.3 Income received must not be paid into any petty cash account but must be separately banked in accordance with regulations.

## 9 LEGAL DOCUMENTS

9.1 The Town Clerk shall have the custody of all Title Deeds of properties owned by the Council and shall ensure a record is maintained of all such properties and that all such documents are securely kept and maintained within the Council's Deed Box.

## 10 INSURANCES

10.1 The Responsible Finance Officer, in consultation with the Town Clerk shall effect all insurance cover and negotiate all claims.

10.2 All members of staff with line responsibility are responsible for notifying the Responsible Finance Officer of all new risks which require to be insured and of any alterations affecting existing risks or insurances.

10.3 A comprehensive record of all insurances effected by the Council and the property and risks covered thereby shall be maintained by the Responsible Finance Officer and this reviewed annually.

10.4 All members of staff are responsible for immediately notifying the Responsible Finance Officer, in writing, of any loss, liability or damage, or of any event likely to lead to a claim.

## 11 INVESTMENTS, BORROWINGS AND TRUST FUNDS

11.1 All investments of money under the control of the Council shall be in the name of the Council and made under arrangements approved by the Town Clerk, acting on recommendations of the Responsible Finance Officer, and within the approved policy of the Council.

11.2 All borrowings shall be affected in the name of the Council.

## 12 INTERNAL AUDIT

12.1 In accordance with approved best practice and legislative requirements the Town Council adopts a policy of programmed Internal Audit. This is conducted independent of the Finance Section and core responsibility rests with the Chairman of the Finance and General Purposes Committee supported, as appropriate, by other nominated persons and the Town Clerk. Appointment of the Internal Auditor will be ratified by Council each year in accordance with recommendations of Finance and General Purposes Committee.

## **Appendix 1**

### **MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL**

- a) The power of raising loans and making the precept.
- b) The power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being.
- c) The appointment to or co-option on a Committee or sub-Committee of a person who is not a Member of the Council.
- d) Standing Orders and the functions and constitution of Committees and sub-Committees.
- e) Dates of meetings.
- f) Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during a Council year.
- g) Filling of vacancies occurring on any Committee of the Council during the Council year.
- h) The appointment or dismissal of the Clerk to the Council.

**The Council may at any time without prejudice to executive action already taken exercise the executive power delegated to a Committee.**

## **Appendix 2**

### **PLANNING COMMITTEE (*Membership 8 Members plus Mayor and Deputy Mayor as ex officio*)**

- a) The making of representations to the Local Planning Authority on applications for planning permission, which have been notified in accordance with the Town and Country Planning Act 1990.
- b) The making of representations in respect of appeals against the refusal of planning permission.
- c) To make recommendations to MSDC regarding street names.
- d) To consider and monitor the town and other development plans and make the appropriate representations.
- e) To consider applications for road closures.
- f) To consider recommendations made by the Working Group tasked with reviewing the development of housing in Haywards Heath.

### **Planning Working Group – (Membership 5 comprising of the Chairman of the Planning Committee and four other Members allowing for one Member from each Ward.)**

- a) To comment on matters relating to the development of housing in the Town, in line with the Neighbourhood Plan, MSLP and District Plan.
- b) Annual Review of Neighbourhood Plan.
- c) Rewrite/refresh Neighbourhood Plan on advice of the Planning Authority.
- d) Extract Policies from NP and formulation of model responses to streamline Planning Committee comments.
- e) Align Neighbourhood Plan with Art of the Possible strategy.
- f) Upgrade S106 knowledge to support proactive attachment of S106 to specific HHTC related projects/objectives, eg: Country Park.

- g) To consider/note requests for the expenditure of s106 contributions allocated to ywards Heath by third parties or directly by the Town Council if tasked by HHTC Planning Committee/Council.
- h) Infrastructure Delivery Plan - Working Group to review IDP when requested by Haywards Heath Town Council or the Planning Authority.
- i) Consider all planning applications of a major strategic nature and in context to the Neighbourhood Plan.
- j) To consider all major developments, proposals affecting the environment of the Town centre and the Town;
- k) To consider and resolve issues affecting roads, highways, development, environment or relating to planning matters upon which the Town Council is consulted or in which to the Town Council has an interest;
- l) Review footpaths, bridle ways and rights of way.
- m) To consider any activity of the Council, referred to it by the Council.
- n) To consider and comment upon consultations relating to planning matters in relation to Mid Sussex District Council, West Sussex County Council or any other regional or national statutory bodies

To formulate and recommend as appropriate, changes to/or adoption of policy to the Planning Committee.

### **Appendix 3**

#### **POLICY & FINANCE COMMITTEE (*Membership 8 members with Mayor and Deputy Mayor ex officio.*)**

To co-ordinate and undertake detailed consideration of all financial matters affecting the Council and making the necessary recommendations to Council.

- a) Dealing with matters specifically referred by the Council or other Committees and with any other matter not specifically referred or delegated to any Committee, to include all financial and policy making matters, with special reference to tenders, contracts and general administration of Town Hall.
- b) To be responsible for the monitoring of capital and revenue budgets and list of payments.
- c) Dealing with the Terms and Conditions of Service and superannuation of Town Council Officers and staff and making appropriate recommendations.
- d) Dealing with Newsletters.
- e) To deal with all applications for grants and donations/subsidies.
- f) Dealing with the preparation of the draft budget and recommendation of the precept to Council.
- g) To ensure that the financial regulations and systems of the Council are adhered to and to consider any reports from the auditors that might arise following the audit of the end of year accounts.
- h) Liaison with Hayward Heath Business Association/Groups and other bodies.
- i) To make recommendations to Council on the acquisition and disposal of land.
- j) To consider any proposals relating to the devolution of assets or services from Mid Sussex District Council or West Sussex County Council.
- k) To manage the Town Council's responsibility under General Data Protection Regulations.
- l) Matter relating to Town Council information technology requirements and social media.

### **STAFF WORKING PARTY (*Membership 5*)**

***Mayor, Leader, Chairman of P & F, former year's Mayor and one other.***

- a) To make recommendation on the terms, annual remuneration and conditions of staff.
- b) To consider requests for new members of staff and make recommendations to Council.
- c) To consider any issues relating to staff and make recommendations to Council.

### **CHAIRMAN'S WORKING GROUP ((Membership 5)**

***Town Mayor, Leader, Chairman of Policy and Finance, Chairman of Environment and General Purpose, Chairman of Planning***

- a) To share information on upcoming agenda items;
- b) To ensure that consistency in the administration of meetings is being implemented.

### **COMMUNICATIONS AND IT WORKING PARTY - (Membership 5)**

- a) Set/agree requirements and standards which enable HHTC to deliver policy and council objectives efficiently and reliably in the community.
- b) Wi-Fi connectivity, speed, reliability throughout HHTH/HHTC.
- c) Hardware – HHTC Audit/Consult
- d) Software - External Benchmarking, MSDC, other model councils, contractors etc.
- e) Training - Use & Efficiency
- f) Website design, functionality, content/distribution
- g) To consider input for quarterly Newsletter.
- h) Social Media – design, content, distribution (target market/age groups/platforms)
- i) Editorial standards, content and distribution, including strategic oversight for interactive accessibility.

To formulate and recommend as appropriate, changes to/or adoption of policy to the Policy and Finance Committee for consideration and then ratification by Full Council.

The object is to benchmark HHTC systems and resources externally to ensure we get the systems we need and deserve to best serve the community.

### **TRANSPORT WORKING PARTNERSHIP (*Membership 2*) *Plus outside partners.***

- a) The Haywards QNP is voluntary. Its aim is to assist the partners to increase public transport usage through improving services, whilst building upon the viability and sustainability of the commercial public transport network.
- b) The QNP will encourage and facilitate the use of both existing and new powers to allow both bus and train operators to develop and enhance the commercial public transport network, while supporting subsidised services where identified needs cannot be met commercially, providing the public with a viable alternative to the car for commuting, retail and leisure journeys to and within the Town.

## **Appendix 4**

### **ENVIRONMENT AND GENERAL PURPOSES COMMITTEE. (*Membership 8 members plus Mayor and Deputy Mayor as ex officio.*)**

- a) The maintenance, promotion and administration of allotments.
- b) The maintenance and management of the Cemetery in Western Road.
- c) The maintenance of Muster Green under its Charitable status, including the War memorial.
- d) To maintain footway lighting within the Council's ownership and upgrade to County Standard where possible.
- e) To provide, maintain, and replace street furniture such as: Litter bins, Public seats, Bus and public shelter, Notice Boards, Salt bins
- f) To provide grant aid to maintain public clock on St Wilfrid's tower.
- g) To be responsible for all Council run events such as: Spring Festival; Best Kept Garden Competition; Town Day; Christmas Festival; and any one-off events that arise.
- h) To identify and promote new leisure facilities such as Town walks; Cinema; Art Gallery; Museum etc.
- i) To join in National Initiatives such as Litter Pick Week; Tree Week; Cycling Week.
- j) To promote nature conservation and ecological studies to include Tree Wardens and Tree planting initiatives.
- k) To promote community development such as Young Citizen Week.
- l) To promote the economic development of the town such as Farmer's Market; Continental/French Market; Tourism.
- m) To provide, maintain and replace: Flowerbeds, Barriers troughs, Hanging Baskets, Pole Baskets
- n) To maintain, promote sponsorship of roundabouts under licence from the County Council.
- o) To submit the Environment & General Purposes Committee budget for consideration as part of the Council's overall budget.
- p) To receive an update on the following Working Groups affiliated to the Town Council, namely;

### **HAYWARDS HEATH IN BLOOM COMMITTEE (Membership 1)**

- a) To administer the Town's application, under delegation, into the South and South East In Bloom and apply for Green Flag Status for Muster Green.

### **202x WORKING GROUP (Membership 4) (to be re-named annually)**

The working group will be tasked with suggesting the progression of the following Town Council led events and or partnership events.

- a) Spring Festival.
- b) Town Day.
- c) Christmas Festival.
- d) Greater Haywards Heath Bike and Mid Sussex Marathon (in partnership).
- e) Any other events as agreed for direct organisation or support by the Town Council under resolution of the Environment and General Purposes Committee.



The Working Group will develop project plans to consider the delivery of each event to include,

- a) Management of budget.
- b) Staff and Cllr resources.
- c) Co-option of named representatives from partner organisation.
- d) Delegation to make grant applications or seek sponsorship.

### **BLUEBELL RAILWAY WORKING GROUP (Membership 3)**

To support and assist where possible, whilst raising the profile of the project, the Bluebell Railway reaching Haywards Heath through partnership working with Bluebell officers and directors.

### **ENVIRONMENT WORKING GROUP (Membership 5)**

To include projects that affect the Environment of the Town under the following grouping using the banner of 'I love Haywards Heath's Environment'.

- a) Transport and Travel - electric cars, electric bikes, buses, taxi usage.
- b) Green Environment - South Road trees, trees planting, planters, grass verges
- c) Rubbish - cigarette butt, chewing gum, litter, dog poo, plastic packaging.
- d) Utilities - brown water, air quality,
- e) TC services and Town Hall - Town Council services and land holding, solar panels. Setting the standard.

Acknowledging that the Town Council cannot deliver, or has a remit for much of the above, delivery would be through, Education, Sign Posting, affecting Town Council Services and Lobbying. Linking to Town Council Policies in Art of the Possible and its Neighbourhood Plan.

## **Appendix 5**

### **SCHEME OF DELEGATION TO THE TOWN CLERK - Legal Context: (included to assist residents)**

#### **Section 101 of the Local Government Act 1972 provides:**

- a. That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
- b. A Committee may delegate its powers to an officer.
- c. The delegating body may exercise powers that have been delegated.

#### **Proper Officer:**

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

Any delegation to the Proper Officer by Full Council or a Committee of the Council shall be exercised in compliance with the Council's Standing Orders and Financial Regulations, policies or any conditions imposed by the Council and within law.

Where statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, she/he shall be the Town Clerk: The Town Clerk, in consultation with the Chairman and Vice Chairman of the appropriate Committees, may also take action

deemed desirable on any matters which the Committee concerned has delegated powers but which require urgent action. This will then be reported the Committee at the earliest opportunity.

### **Process Matters and Legal Requirements**

- a) To receive declarations of acceptance of office from newly elected/co-opted Members of the Council.
- b) To receive and record notices of Member's Declarations of Interests.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council including Burial Deeds and Allotment Holder Tenancy Agreements.
- e) To sign summonses requiring attendance at meetings of the Council or Committees.
- f) To obtain and execute licences for use of land owned by principal authorities to improve and place street furniture, adopt and/or maintain open spaces, roundabouts and grass verges.
- g) To negotiate and execute contracts for the devolvement or providing of services for principal authorities.
- h) To represent or delegate representation of the Town Council at third party working groups and meetings.
- i) Via the Deputy Town Clerk inform the Planning Authority of Planning Comments, as advised by the Planning Committee within the set timescales set by the Planning Authority.
- j) Institute and appear in any legal proceedings authorised by the Council.
- k) Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
- l) As required, alter the date or time of a committee meeting, but before doing so, shall consult the Chairman of the committee concerned about the need for the change and about alternative dates and times.
- m) To provide the opportunity of remote meeting for Working Groups and Council/Committee if legally allowed.

### **Operational Matters**

The Town Clerk shall have full day to day authority to deal with the business of the Council, within the agreed policies and budgets of the Council, subject to the adherence with Financial Regulations/Standing Orders. This is specifically defined as follows:

1. Purchase of goods and services within the confines of the approved budget,
2. To implement decisions of the Council and its Standing committees, subject to the adherence of Financial Regulations/Standing Orders,
3. Authorise budget overspend to a maximum of £1,000 in writing to the RFO with the Committee Chairman copied in, with all authorisations being reported to the next meeting of the Policy and Finance Committee

### **Staffing and Human Resources**

1. Appointment & dismissal of staff.
2. The monitoring and management of staff performance.
3. The management of discipline and grievance matters up to and including final written warning in line with council policy.
4. Authorisation of leave and carry-over leave.
5. The awarding of increments in accordance with National Conditions of Service.
6. To consider and decide upon requests for flexible working taking into account the operational implications for the Town Council.
7. The authorisation of compassionate leave up to seven days a year.
8. Authorisation of overtime working.
9. Approval of staff training courses.
10. Urgent action to ensure or safeguard staff welfare.
11. Payment of salaries, wages, pensions and taxes of staff employed by the Council or retired from service (through the Responsible Finance Officer).

### **Generally**

1. Arranging official courtesy receptions/entertainment of guests of, or advisers to, the Council.
2. Letting of Council facilities at Haywards Heath Town Hall and on open spaces.
3. Negotiations of insurance agreements and utilities services for Council property and services.
4. To co-ordinate and direct the publication of the Town Council Newsletter and Town Guide.
5. To deal with the Management provision and maintenance of within spending allowances; Allotments, Notice Boards, Cemetery. Street & footway lighting, Litter Bins, Muster Green, Public Seats, Christmas Lights, Bus & Public Shelters, War memorial.
6. The management and maintenance of grounds maintenance contracts.
7. Co-ordinating all operational issues and partnership agreements that affect the Town Council.
8. Dealing with the local media on all press releases and/or Council promotions
9. Co-ordinate any youth development issues or initiatives.
10. Co-ordinate and direct the Council's involvement in any annual Town events.
11. Co-ordinate the Council's agreed civic role on Town Twinning.
12. To manage the Council's office premises including all operational issues/budgets.

ENDS