

Rainhill Parish Council

Clerk to the Council:
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3rd May 2022

Dear Councillor,

You are summoned to attend the Annual Parish Council Meeting (APCM) to be held on Monday 9th May 2022 in the Oak Hall at the Village Hall, commencing at 7:30pm.

You are further summoned to attend the Ordinary meeting of the Parish Council to be held on Monday 9th May 2022 in the Oak Hall at the Village Hall, immediately following the APCM.

The new Chair and Vice-Chair and Councillors will be given Declarations of Acceptance of Office forms at the APCM.

Councillors are reminded that it is the responsibility of each individual Councillor to complete a Register of Interests form. The form has been circulated electronically and should be brought along to the meeting. Each year I will remind you of your responsibility to complete a new form following any change. A new form must be completed within 28 days of any change. Please let me know if you need a form.

I attach Agendas for both meetings, relevant minutes and the Clerk's Report. Certain documents referred to in the agenda have also been circulated to you electronically, paper copies will be available on the night. Please find time to read through the information before the meeting making any notes you need to against each item.

Yours sincerely

K E Adamson
Clerk to Rainhill Parish Council



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Serving the Rainhill Community since 1894

RAINHILL PARISH COUNCIL

APCM AGENDA 9th MAY 2022

1. Election of Chairman for 2022/2023
2. Election of Deputy Chairman for 2022/2023
3. To receive apologies for absence
4. Appointment of Committee Members and Representatives to Rainhill

Organisations for 2022/2023:

Public Open Spaces:

Village Hall Management Committee:

Rainhill Railway & Heritage Society:

Merseyside Assoc. Local Councils:

Rainhill Gala Committee:

4F Centre:

ECO Garden

Children's Playground Charity:

Planning Applications Advisory Group:

Good Citizenship Award Group:

LALC AGM and Conference:

Clerk's Appraisal Group:

Executive Committee:

Finance Working Group:

Rainhill Trials 200 Working Group:

Twinning Group:

Armed Forces Community Covenant

Working Group:

5. To review, consider amendments, and approve Council documents as follows:
 - i. Standing Orders – no amendment.
 - ii. Financial Regulations – no amendment.
 - iii. Asset Register – reviewed, figures now agree with Annual Governance and Accountability Return. Assets bought in 2021/22 added.
 - iv. Risk Assessment – no amendment:

Copies of the documents have been circulated electronically and a paper copy will be available at the meeting.

6. Declaration of Acceptance of Office and Register of Interest Forms – members should have available completed copies of both forms. If acceptance of office forms are not completed the council may resolve to permit submission before or at a later meeting.

RAINHILL PARISH COUNCIL

Risk Management



RISK ASSESSMENT SCHEDULE

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements. *Audit Commission – Worth the Risk: Improving Risk Management In Local Government (2001:5)*

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

	Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
1.	Business Continuity	Council not being able to continue its business due to unexpected or tragic circumstance.	L	All files and recent records are kept at the clerk's home. The clerk makes a regular back up of files. Cloud storage service also in use enabling access to electronic files from any PC at any location. In the event of the clerk being indisposed the Chairman should contact LALC / St Helens Council for advice.	Review when necessary Ensure procedures below are undertaken
2.	Meeting location	Adequacy Health and Safety	L	Meetings are held in the Village Hall. Clerk and Village Hall management have keys. Considered to be adequate for the Clerk, Councillors and any Public who attend from a health and safety and comfort aspect.	Existing procedure adequate Existing provision adequate
3.	Council Records (hard copy)	Loss through theft, fire, damage	L	Hard copies kept to a minimum and stored at Clerk's home.	Provision inadequate for documents that must be

						retained and for which there is no electronic version. Need to categorise and prioritise documents and consider alternative storage. Possible photocopy and archive originals in a secure location.
4.	Council Records (electronic)	Loss through damage, fire, corruption of computer	L	The Parish Council's electronic records are stored on the Parish Council's laptop computer, generally at the Clerk's home. Back-ups are done periodically to memory sticks external drive and stored away from the Clerk's home. Cloud storage service with full synchronisation also in use.	Provision adequate	
FINANCE						
5.	Precept	Adequacy of Precept	M	Budget control and planning to ensure accurate projections. <u>At least Half yearly</u> details/projections supplied at Parish Council Meeting September/October with Precept Setting taking place in January. Ensure current precept is adequate to meet ongoing needs. Petition Government to limit such restrictions to Council Tax. Ensure precept sufficient to maintain essential services without assistance. Sufficient funding for projects to be secured fully before commencing.	Provision adequate	
6.	Insurance	Introduction of referendum by Government on precept increases Withdrawal of Joint Funding from principal authority	M		Continue to lobby Government	
					Work with ward Councillors to assess likely risks.	
6.	Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	Annual review (recorded in Minutes) undertaken of all insurance arrangements in place to include buildings and other asset insurance. Employers Liability, Public Liability and Fidelity Guarantee are statutory requirement.	Existing procedure adequate Updated valuations needed of assets. Building valuations updated 2018 through insurance valuation toolkit.	
7.	Banking	Inadequate checks	L	Council has Financial Regulations reviewed and agreed each year (recorded in Minutes) which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedure adequate	
8.	Cash	Loss or theft of cash	L	Council has no petty cash or float. Any cash transactions are made by the clerk, are fully receipted and then reimbursed monthly or paid by cheque on receipt of an invoice.	Existing procedures adequate	
9.	Financial controls and records	Inadequate checks	L	Three signatories on cheques and Invoice initialled by at least one signatory (other than Clerk/RFO). Effectiveness of Internal Audit and Controls assessed and approved every year.	Existing procedures adequate	

				Internal and external audit. Any financial obligation must be resolved and clearly minuted before any commitment. All payments must be resolved and clearly minuted. Any S137 payments must be recorded at time of approval	
10.	Freedom of Information Act	Inadequacy of existing Policy Provision	L L	The Council has a model publication scheme for Local Councils in place. Monitor and report any impacts made under Freedom of Information Act	Existing procedures adequate
11.	Clerk	Temporary/Permanent loss of clerk Fraud Actions undertaken	M L L	Considered an 'emergency' situation The requirements of Fidelity Guarantee insurance must be adhered to Clerk should be provided with relevant training, reference books, access to assistance and legal advice.	See 'Business Continuity' Existing provision adequate Existing provision adequate
12.	Payroll	Incorrect payments	L	HMRC electronic system adopted and backed up regularly on monthly documentation disc. Copies of monthly salaries are initialled along with invoices at the time of signing the cheques. Figures checked at internal audit.	Existing procedure adequate
13.	VAT	Non-Reclaim of VAT	L	Included in Financial Regulations: VAT reclaimed annually. Shown in Annual Return and separately analysed in budget records	Existing procedure adequate
14.	Annual Governance and Accountability Return	Not submitted by chosen deadline	L	Annual Governance and Accountability Return is submitted to the Internal Auditor for completion, completed and signed by the Council (minuted), and signing, then checked and sent on to the External Auditor by chosen deadline.	Existing procedure adequate
	LIABILITY				
15.	Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	All activity and payments made within the powers of the Parish Council and to be resolved and clearly minuted. Ensure established with clear terms of reference.	Existing procedures adequate
16.	Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements; Minutes are approved and signed at next meeting; Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings is managed by the Chair. Members to undertake adequate training and adhere to Code of Conduct.	Existing procedures adequate
17.	Public Liability	Risk of successful claim Risk to third party, property or individual	L M	Insurance in place and reviewed annually Reviewed annually and any issues dealt with as soon as they arise.	Existing provision adequate Existing procedures adequate


					Risk assessment of any individual event undertaken	
18.	Employer Liability	Non-compliance with employment law	L		Undertake adequate training and seek advice as and when appropriate. Guidance provided by NALC	Existing provision adequate
19.	Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L		Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at Monthly meetings. Deeds to property held with other Council documents by Clerk. Documents fully retained (no dates to destroy exist)	All existing provision/procedures adequate
20.	Members Interests	Conflict of interest Register of Members Interests	M L		Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis Members to take responsibility to update their register	Existing procedures adequate

Rainhill Parish Council Risk Assessment Checklist:

Parish Council agreed/resolved		Administration		Members' responsibilities	
Insurance including: Public and Employers Liability Money and Fidelity Guarantee Assets inspection Financial Matters Banking Arrangements Insurance Providers VAT return completed Budget agreed, monitored and reported Precept requested: Payments approval procedure Employee salaries reviewed and documented Internal audit External audit Internal check of financial procedures	Annually Annually Monthly Annually Annually Annually Annually Annually Annually Annually Annually Annually Annually	Minutes properly numbered Asset register available/updated Financial Regulations reviewed Standing orders reviewed Backups taken of computer records Employers Responsibilities Contract of employment in place H&S review	Ongoing Annually Annually Annually Weekly Annually Annually Annually	Code of Conduct adopted Register of Interests completed and updated Register of Gifts/Hospitality Declarations of Interests Minuted	Ongoing Ongoing Ongoing

The information given above was accepted by Rainhill Parish Council on 13th May 2019.

Signed:

Chair 

Dated 13.5.19

Clerk 

Dated 13.5.19

*Risk assessed using likelihood and impact

RAINHILL PARISH COUNCIL



Financial Regulations

Revised and adopted
June 2016



Awarded for excellence

Rainhill Parish Council - Financial Regulations

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Rainhill Parish Council - Financial Regulations

1. GENERAL

- a) These financial regulations shall govern the conduct of the financial transactions of the Council and may be amended or varied by resolution of the Council.
- b) The Responsible Financial Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- c) The RFO shall be responsible for the production of financial management information.
- d) The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- e) The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- f) At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

2. ANNUAL ESTIMATES

- a) Each committee shall formulate its proposals in respect of revenue services and capital projects for inclusion in the rolling capital programme not later than the end of November each year.
- b) Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital accounts, shall be prepared each year by the RFO.
- c) The Council shall not later than the end of January in each year recommend the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
- d) The annual capital and revenue budgets shall form the basis of the financial control for the ensuing year.

3. BUDGETARY CONTROL

- a) Expenditure on the revenue account may be incurred up to the amounts included in each budget area.
- b) No expenditure may be incurred which cannot be met from the amount provided in the appropriate budget area unless a virement has been approved by the Committee or the Council.
- c) The RFO shall periodically provide the Council with a statement and reconciliation of income and expenditure to date under each of the approved annual revenue and capital budgets.

Rainhill Parish Council - Financial Regulations

- d) The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report the action to the Council as soon as practicable thereafter.
- e) Where expenditure is incurred in accordance with regulation 4(d) above and the sum required cannot be met from savings made elsewhere within the approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Council.
- f) The Clerk may spend up to £200 on admin sundries including post, stationery, computer supplies and cleaning material without prior approval of the Council provided the budget area limit is not exceeded. The Clerk shall report the expenditure to Council as soon as practicable thereafter.
- g) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account without prior authority of the Council.
- h) All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- a) All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2015.
- b) The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Council.
- c) The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 2015.

5. BANKING AND CHEQUE ARRANGEMENTS

- a) The Council's banking arrangements shall be made by the RFO and approved by the Council.
- b) A schedule of the payment of money shall be prepared by the RFO and together with the relevant invoices, etc., be presented to the Council. If the schedule is in order it shall be authorised by resolution of the Council for payment.
- c) Cheques drawn on the bank account in accordance with the schedule referred to in the previous paragraph shall be signed by any three persons on the list of authorised signatories. Electronic bank transfers made in accordance with the schedule will be set up by the Clerk and authorised by any two Councillors on the list of authorised signatories.

6. PAYMENT OF ACCOUNTS

- a) All payments will be effected by cheque or other order drawn on the Council's bankers, or by electronic bank transfer.
- b) All invoices for payment shall be examined by the RFO, verified and certified that the work, goods or services to which the invoice relates have been carried out, examined and approved.

Rainhill Parish Council - Financial Regulations

- c) The RFO shall take all possible steps to settle invoices submitted, and which are in order, within 30 days of their receipt.
- d) All duly certified invoices will then be entered on the schedule referred to in 5(b) above.

7. PAYMENT OF SALARIES AND WAGES

- a) The payment of all salaries and wages will be made by the RFO in accordance with payroll records.
- b) All time sheets shall be certified as to accuracy by the RFO.

8. LOANS AND INVESTMENTS

- a) All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for set periods of time in accordance with Council policy.
- b) All investments of money under the control of the Council shall be in the name of the Council.
- c) All borrowing shall be effected in the name of the Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

- a) The collection of sums due to the Council shall be the responsibility of the RFO.
- b) The Council will review all fees and charges annually, following a report of the Clerk.
- c) Any bad debts shall be reported to the Council.
- d) All sums received on behalf of the Council shall be deposited with the Council's bankers within seven days of receipt.
- e) A reference to the related debt, or otherwise, indicating the origin of the cheque shall be entered on each paying in slip.
- f) The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994, section 33, shall be made at least annually coinciding with the financial year end.

10. ORDERS FOR WORK, GOODS AND SERVICES

- a) An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. stamps etc.
- b) As far as is reasonable and practicable the best terms will be obtained in respect of each transaction so ensuring value for money is obtained.

11. CONTRACTS

- a) Every contract made by the Council shall comply with these regulations and no exceptions from any of the following provisions shall be made other than by direction of the Council or in emergency by the Council Chair or Deputy Chair. These regulations shall not apply to items (i) to (vii) below:

Rainhill Parish Council - Financial Regulations

- (i) For the supply of goods, materials or services by departments of the district council when agreed local authority rates are payable.
 - (ii) For the supply of gas, electricity, water, sewerage and telephone services.
 - (iii) The specialist services such as are provided by solicitors, accountants surveyors and planning consultants.
 - (iv) For work to be executed or goods or materials to be supplied which consist of repairs to, or parts for, existing machinery or equipment or plant.
 - (v) For works to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (vi) For goods or material proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
 - (vii) Where goods or services are obtained using prices agreed by the district council with approved suppliers.
- b) Where it is intended to enter into a contract exceeding £3,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, material works or specialist services as are excepted the Clerk shall invite tenders from at least three firms, such firms to be taken from the appropriate approved list.
 - c) For expenditures of £3,000 or less in value the Clerk shall have executive powers in consultation with the Chair or Deputy Chair of the Council.
 - d) When applications are made to waive regulations relating to the contract to enable a tender to be negotiated without competition the reason shall be embodied in the recommendation to the Council.
 - e) Tenders shall be opened by the Clerk or other person to whom tenders are required to be addressed on the date specified and shall be reported by the person who opened them to the Council, or where tenders have been sought by a committee, to that committee.
 - f) If less than three tenders are received for contracts valued above £3,000 or all tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or material or executing the works.
 - g) Neither the Council nor any committee is bound to accept the lowest tender.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- a) Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect, or other consultant engaged to supervise the work.
- b) If the estimated total cost of work excluding fluctuation clauses is to exceed the contract sum by 5% or more a report shall be made to Council.
- c) Any variations to the contract or additions to or omissions from a contract must be agreed by the Clerk in writing and the Council informed.

13. STORES AND EQUIPMENT

- a) Stocks of material should be maintained at minimum levels.

Rainhill Parish Council - Financial Regulations

14. PROPERTIES AND ESTATES

- a) The Clerk shall make appropriate arrangements for the custody of all deeds of properties owned by the Council together with records of all leases and rents payable and the purpose for which held.
- b) No property shall be sold, lapsed or otherwise disposed of without the authority of the Council, save where the estimated value of any one item does not exceed £500.

15. INSURANCE

- a) The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- b) The RFO shall keep records of all insurances effected by the Council and the properties and risks covered thereby and annually review it.
- c) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

16. REVISION OF FINANCIAL REGULATIONS

It shall be the duty of the Council to review the financial regulations from time to time.

Reviewed July 2016 and the following amendments included:

- 1. General - Subsections d to f added
- 5. Banking and Cheque Arrangements – (c) requirement for cheque to be signed by any three persons on list of authorised signatories introduced to replace requirement for Clerk to sign.
- 6. Payment of Accounts – (b) clarification that invoices for payment shall be examined by the RFO.
- 9. Income – subsection (f) added
- 11. Contracts – subsection (c) amended to delegate power to the Clerk rather than Chair.

Throughout:

Accounts and Audit Regulations updated to 2015.

References to Chairman, etc. updated to Chair.

Reviewed May 2018 new logo added

	Additions 2020					
19	Dell Laptop	2020	574.88			
20	2 x filing cabinets each £111.00	2020	222			
	Additions 2022					
	2 x flagpoles at Memorial	2022	644			
	Total Assets March 2022		£177,919			

Rainhill Parish Council
Asset Register
Revised at March 2022

Ref No.	Description /Location	Date Acquired	Original Value * per Annual Return 2018	Value 2018 * where known	Value 2019 * where known	Value 2020	Value 2021	Current Value	Custodian
Land and Buildings									
4	Sports Pavilion Rainhill Park (revalued 2019)	Not Known (NK)		£112,551	£227,078	£227,078	£240,907	£248,134	Council
5	Sports Pavilion Holt Lane (revalued 2019)	NK		£85,129	£270,300	£270,300	£286,761	£295,364	Council
6	4F Centre Building at Old Lane, Rainhill (revalued 2019)	NK		£388,571	£775,200	£775,200	£822,409	£847,081	Council
7	War Memorial & Land, Warrington Road	1924							Council
14	Land at Eco Garden, Exchange Place	2011							Council
				£167,248	£586,251	£1,272,578	£1,272,578	£1,350,077	£1,390,579
Other Assets									
1	Chairman's Chain of Office (revalued 2019)	NK		£2,378	£2,548	£3,520.00	£3,625.00	£3,734	Chairman
2	Silver Rose Bowl	NK		£341	£365	£2,135.0	£2,199.1	£2,265	Winnning resident
3	Notecboard-Dane Court	2045		£180	£180				Council
7a	Plaque on war memorial	2010							Council
8	2 x Benches, Warrington Road Village Centre	NK		£560	£560	£0			Council
9	Computer HP 17-£1535A	2014							Clerk
10	Scanner/Printer canon pixma MG5150	NK							Clerk
11	Filing Cabinet/Storage Unit	NK							Clerk
12	Office equipment: binder, box files, containers	NK							Clerk
13	Defibrillator at Village Hall	2015		£1,079	£1,079	£1,079	£1,079	£1,079	Village Hall
15	K6 Telephone Kiosk, View Road	2012		£3,000	£3,000	£3,000	£3,000	£3,000	Council
				£2,011	£7,478	£7,493	£9,734	£9,903	
Additions 2016									
7b	Plaque on war memorial	2016		£2,071	£2,071	£2,071	£2,071	£2,071	Council
16	2 x bins Holt Lane & Two Butt Lane Open Spaces	2016		£1,090	£1,090	£1,090	£1,090	£1,090	Council
				£3,161	£3,161	£3,161	£3,161	£3,161	
				£172,420	£596,890				
Total Assets March 2018									
				£1,224	£1,224	£1,224	£1,224	£1,224	
Additions 2018									
3	Replacement Notecboard Dane Court	2018		£1	£1,223	£1,223	£1,223	£1,223	
17	Commemorative Plaque at Railway Station	2018		£2,833	£2,833	£2,833	£2,833	£2,833	
18	Christmas Decorations	2018							
				£176,478	£1,288,512				
				£1,224	£1,224	£1,224	£1,224	£1,224	
Total Assets March 2019									
				£1,224	£1,224	£1,224	£1,224	£1,224	
Assets held as trustee (for information)									
	Land at Village Hall	1966		1					Management Committee
	Land at Old Lane	1919		1					Council
	disposables 2020 gills computer and cabinet	2020							

RAINHILL PARISH COUNCIL



Standing Orders

**Revised and adopted
May 2018**



Awarded for excellence

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1. FINANCIAL REGULATIONS

The Financial Regulations shall form part of these orders.

2. STANDING ORDERS WITH RESPECT TO CONTRACTS

The Standing Orders with respect to contracts shall form part of these orders.

3. TERMS OF REFERENCE AND DELEGATION TO COMMITTEES, SUB-COMMITTEES AND OFFICERS

The terms of reference and delegation to committees, sub-committees and officers shall form part of these orders.

4. STANDING ORDERS TO BE GIVEN TO MEMBERS

A copy of these Standing Orders shall be given to each member of the Council by the Clerk upon delivery to him/her of the member's declaration of acceptance of office.

5. VENUE OF MEETINGS

The meetings of the Council shall usually be held at the Village Hall at 7:30pm unless the Council otherwise decides at a previous meeting or the Chair decides another venue would be more suitable for the effective conduct of business.

6. ANNUAL MEETING OF THE COUNCIL

- a) In an election year shall be held within fourteen days of the date of the election. This will normally be the second Monday following the election. (Local Government Act 1972, Schedule 12)
- b) In a year which is not an election year, shall be held on any Monday in May, as the Council may determine.

7. OTHER MEETINGS OF THE COUNCIL

In addition to any special meetings convened under these standing orders, a meeting of the Council shall be held at approximately six week intervals as provided in a timetable of meetings approved by the Council.

8. CHAIR OF MEETING

- (a) If the Chair is absent or leaves the Chair during a meeting, the Vice-Chair shall preside.
- (b) All powers or duties assigned to the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting.
- (c) If neither are present the meeting shall elect a Chair as per 10 b) vii

9. QUORUM

- (a) A quorum of the Council shall be five members of the full Council.
- (b) If there should not be present a quorum of the Council, no meeting shall take place and the Chair shall call fresh notices of a meeting to be issued for such day as he/she shall determine.

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- (c) If at any time during any meeting of the Council, the Chair, after counting the number of members present, declares that there is not a quorum present, the meeting shall stand adjourned.
- (d) The consideration of any business not transacted shall be adjourned to the next meeting of the Council.

10. ORDER OF BUSINESS

- (a) At each Annual Meeting the first business shall be:
 - i. Elect a Chair and receive the Chair's declaration of acceptance of office. At the first meeting after election, or, before or at a later meeting fixed by the Council, all Councillors will sign declarations of acceptance of office.
 - ii. Elect a Vice-Chair.
 - iii. Appoint Standing Committees.
 - iv. Appoint members to serve on outside bodies.
 - v. Agree dates for cycle of meetings.
 - vi. Read, approve and sign as a correct record the minutes of the last meeting of the Council.
- (b) At all other meetings of the Council, except as otherwise provided, the Council will:
 - vii. Elect a person to preside if the Chair and Vice-Chair are absent.
 - viii. Hear issues that have previously been submitted by members of the public (see standing order 11 below).
 - ix. Read, approve and sign as a correct record the minutes of the last meeting of the Council.
 - x. Dispose of any matters arising from the last meeting.
 - xi. Receive any Chair's Announcements of an urgent nature which are not included within any item on the summons for the meeting.
 - xii. Receive and consider reports, minutes and recommendations of committees.
 - xiii. Authorise the sealing of documents.
 - xiv. Authorise the signing of orders for payment.
 - xv. Consider resolutions or recommendations in the order in which they have been notified.
 - xvi. Consider correspondence and planning applications submitted by the Clerk.
 - xvii. A meeting shall not exceed a period of two hours.
- (c) The order of business may be varied:
 - xviii. At the discretion of the Chair.
 - xix. By a resolution passed on a motion duly moved and seconded which shall be moved and put without discussion.

11. PUBLIC PARTICIPATION AT MEETINGS

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. Resident participation session will be subject to the following conditions:

- (a) Residents of the parish (including individuals with business in the parish) who are aged over 16 are welcome to contribute their views in relation to items within the competency of the Council, in a resident participation session at ordinary meetings.
- (b) To facilitate a response, residents wishing to speak shall give written notice of that intention by contacting the Clerk no less than 10 working days before an ordinary meeting, indicating the topic they wish to raise and outlining any questions.
- (c) Where a request to speak is considered inappropriate or ultra vires, the Chair will rule the request out of order.

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- (d) The resident participation session shall not normally exceed fifteen minutes, unless otherwise directed by the Chair.
- (e) The resident participation session will usually commence at 19:30 after the opening of the meeting, before commencement of business.
- (f) If no authorised speakers have registered to speak, the meeting will resume with the next agenda item.
- (g) A resident shall speak for up to three minutes.
- (h) A question asked shall not require a response at the meeting, nor start a debate. The Chair of the meeting may direct that a written or oral response be given. The Chair shall determine the form of the Council's response.
- (i) A brief summary record of a resident participation session shall be included in the minutes of that meeting.
- (j) Speakers will be listed in order of receipt by the Clerk of the request to speak, unless the Chair determines a different order will better assist debate
- (k) A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair may at any time permit an individual to be seated when speaking.
- (l) The session will be Chaired by the Council Chair, or another person selected to undertake that role for that session.
- (m) Any person speaking at a meeting shall address their comments to the Chair.
- (n) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- (o) Individuals present shall respect the Chair's rulings. If they do not, the Chair may progress to the next resident and/or shall conclude the session and take steps to continue with the Council's ordinary business.
- (p) Any urgent matters raised will be referred to the Executive Committee for speedy resolution or referral to the next meeting.

Note: In exceptional circumstances, the Chair may propose to the meeting to adjust aspects of these standing orders for the better conduct of business.

12. COUNCIL MINUTES

Any question on the accuracy of the minutes shall be raised. If no such question is raised or, if it is raised, as soon as it has been disposed of, the Chair shall put the question "that the minutes of the Council held onbe approved and signed as a correct record".

13. NOTICES OF MOTIONS

- (a) Notices of every motion other than a motion which under Standing Order 14 may be moved without notice, shall be given in writing, signed by the member or members of the Council giving notice, and delivered at least 11 clear days before the next meeting of the Council.
- (b) The Clerk shall set out in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the member giving such notice intimated in writing, when giving it that he/she proposed to move it at some later meeting, or has since withdrawn it in writing.
- (c) If a motion set out in the summons be not moved either by a member who gave such notice or some other member, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (d) If the subject matter comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or such other committee as the Council may determine for report; provided that the Chair, if he/she

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considers it to be a matter of urgency or in another way appropriate, may allow it to be dealt with at the meeting at which it was moved.

- (e) Every motion shall be relevant to some subject over which the Council has power or which affects its area.

14. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE

The following motions and amendments may be moved without notice:

- i. To appoint a Chair of the meeting.
- ii. To correct the Minutes.
- iii. To approve the Minutes.
- iv. To alter the order of business.
- v. To proceed to the next business.
- vi. To close or adjourn the debate.
- vii. To refer a matter to a committee.
- viii. To appoint a committee or any members thereof.
- ix. To adopt a report.
- x. To amend a motion.
- xi. To give leave to withdraw a motion or an amendment.
- xii. To extend the time limit for speeches.
- xiii. To exclude the public. (Public Bodies Admission to Meetings Act 1960 section 1(2)).
- xiv. To silence or eject from the meeting a member named for misconduct.
- xv. To invite a member having an interest in the subject matter under debate to remain but take no part in debate or voting.
- xvi. To give consent of the Council where such consent is required by these Standing Orders.
- xvii. To suspend Standing Orders.

15. REPORTS BY MEMBERS

A member of the Council may present a report to a meeting of the Council concerning the activities of any outside body of which he/she is a member on behalf of the Council.

16. PRESENTATION OF RECOMMENDATIONS OF COMMITTEES

- (a) The Chair will call upon the Chair of the Committee to move the adoption of the recommendations and the acceptance of relevant minutes.
- (b) The Chair will ask if there are any questions on the minutes and members will indicate the item number. Once any questions have been dealt with by the Chair of the Committee, the Chair of the Council will put to the Council “that the report be received and the recommendations therein adopted.”

17. RULES OF DEBATE FOR COUNCIL AND OTHER MEETINGS

- (a) Motions and Amendments

A motion other than a procedural one or amendment shall not be discussed unless it has been proposed and seconded.

- (b) Seconder’s Speech

A member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

- (c) Only One Member to Speak at a Time

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A member when speaking shall address the Chair.

(d) Content of Speeches

A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order.

(e) When a Member May Speak Again

A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- (i) to speak on a subsequent amendment.
- (ii) to exercise of a right of reply;
- (iii) to raise a point of order;

(f) Amendments to Motions

- (i) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment has been put to the vote, except that the Chair may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.
- (ii) If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

(g) Withdrawal of Motion

A motion or amendment may be withdrawn by the mover with the consent of his/her seconder and the Council.

(h) Right of Reply

The mover of the motion has a right to reply at the close of debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

(i) Motions Which May be Moved During Debate

When a motion is under debate no other motion shall be moved except the following:

- to amend the motion;
- to adjourn the meeting;
- to adjourn the debate;
- to proceed to the next business;
- that the question be now put;
- that a member be not further heard;
- to exclude the public and press.
- that a member be excluded from the meeting;

- (i) on a motion to proceed to next business: unless in his/her opinion the matter before the meeting has been insufficiently discussed, the Chair shall first give the mover of the original motion a right of reply, and then put to the vote a motion to proceed to the next business;

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- (ii) on a motion that the question be now put: unless in his/her opinion the matter before the meeting has been insufficiently discussed, the Chair shall first put to the vote the motion that the question be now put, and if it is passed, then give the mover of the original motion his/her right of reply before putting his/her motion to the vote.
- (iii) on a motion to adjourn the debate or the meeting: if in his/her opinion the matter before the meeting has not been sufficiently discussed the Chair shall put the adjourned motion to the vote without giving the mover of the original motion his/her right of reply on that occasion.

(j) Points of Order

A member may rise on a point of order and shall be heard forthwith.

A point of order shall relate only to an alleged breach of a Standing Order and a member shall specify the Standing Order and the way in which he/she considers it has been broken.

(k) Point of Information

A member may rise to give information. The information must be factual and relevant to the issue under discussion and may include a correction to an error of fact made by another member but may not be raised after the mover of a motion has exercised the right of reply at the close of the debate.

(l) Chair's Ruling

The ruling of the Chair on a point of order or a point of information shall be final.

(m) Respect for the Chair

Whenever the Chair rises during a debate the Council shall be silent.

(n) Advice from Officers

The Chair shall call on officers present to advise the Council as appropriate.

18. INTERPRETATION OF STANDING ORDERS

The ruling of the Chair as to the construction or application of these Standing Orders or as to any proceedings of the Council shall not be challenged at any meeting of the Council.

19. DISORDERLY CONDUCT

If at a meeting, any member of the Council misconducts himself or herself by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the Council, the Chair or any other member may move "that the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

If the member named continues his/her misconduct after a motion under the foregoing paragraph has been carried, the Chair shall:

- (a) either move "that the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion); or
- (b) adjourn the meeting of the Council for such period as he/she at his/her discretion shall consider expedient.

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20. GENERAL DISTURBANCE

In the event of general disturbance which in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair in addition to any other power vested in him/her may, without question put, adjourn the meeting of the Council for such a period as he/she at his/her discretion shall consider expedient.

21. VOTING

- (a) The method of voting at meetings of the Council shall be by show of hands, unless requested by majority resolution that it shall be by ballot. At the request of any member of the Council before the vote is taken, the voting shall be recorded so as to show how each member present and voting cast his/her vote.
- (b) In the event of an equality of votes the Chair of the meeting shall have a second or casting vote.

22. VOTING ON APPOINTMENTS

- (a) Where there are more than two persons nominated for any position to be filled by the Council, and of the votes cast there is not an overall majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until an overall majority of votes is given in favour of one person.
- (b) If two or more persons have equal and least votes a vote should be taken to decide who shall remain in the ballot and whose name shall be struck off the list.

23. RECORD OF ATTENDANCE

The Clerk will be responsible for recording the attendance of members at meetings of the Council and its committees.

24. SEALING OF DOCUMENTS

- (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by resolution.
- (b) The Chair and Vice-Chair of the Council may sign, on behalf of the Council any documents required by law to be issued under seal.

25. INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

If any member of the Council has any pecuniary interest in any contract, proposed contract or other matter, that member shall withdraw from the meeting while the matter is under consideration by the Council unless the contract, proposed contract, or other matter is under consideration by the Council as part of the report of a Committee and is not itself the subject of debate.

26. MEMBERS NOT TO CONTRACT

No member of the Council shall enter or purport to enter either orally or in writing into any contract on the Council's behalf.

27. APPOINTMENT OF COMMITTEES OR WORKING GROUPS

- (a) The Council shall at the Annual Meeting appoint such committees and sub-committees as they consider necessary and may at any time appoint such other committees as are necessary to carry out the work of the Council, but:

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- (i) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting of the Council.
- (ii) may at any time dissolve a committee or alter its membership.
- (b) The Chair and Vice-Chair of Council shall be ex-officio members of every committee.
- (c) The Council may arrange for working groups to be established to work on specific tasks or liaise with non-Council members. Such groups will not have the power to determine issues on behalf of the Council. All substantive decisions will be referred to the Council.

28. PROCEEDINGS OF THE COUNCIL AND COMMITTEES TO BE CONFIDENTIAL

All agendas, reports and other documents which are marked “not for publication” because they contain confidential information shall not be published or any information contained therein made available to any member of the public or press.

29. SUB-COMMITTEES

- (a) Every committee appointed by the Council may appoint sub-committees for purposes to be specified by the committee.
- (b) The Chair and the Vice-Chair shall be member(s) of every sub-committee appointed by the committee, unless they signify to the committee that they do not wish to serve or where the terms of reference to sub-committees signify otherwise.

30. QUORUM OF COMMITTEES AND SUB-COMMITTEES

- (a) Except where authorised by the Council, business shall not be transacted at a meeting of any committee unless at least one quarter of the whole number of the committee is present, provided that in no case the quorum of the committee shall be less than three members.
- (b) Except as aforesaid or otherwise ordered by the committee that has appointed it, business shall not be transacted at a sub-committee unless at least one quarter of the whole number of the sub-committee is present, provided that in no case shall the quorum of sub-committee be less than two members.

31. DELEGATED POWERS - REFERENCE TO COUNCIL

Immediately following a vote on a decision under delegated powers, one quarter of the members present and voting at the meeting may require that the decision taken be submitted to the Council as a recommendation. In such circumstances the decision shall not be actioned before consideration of that recommendation by Council.

32. STANDING ORDERS TO APPLY TO COMMITTEES AND SUB-COMMITTEES

The Standing Orders of the Council shall generally apply to committee and sub-committee meetings.

33. EXPENDITURE

Orders for payment of money shall be authorised by resolution of the Council and signed by any three persons on the list of authorised signatories.

34. VARIATION OR REVOCATION OF STANDING ORDER

Any motion to change or revoke the Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

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35. SUSPENSION OF STANDING ORDERS

- (a) Any standing order may be suspended by a majority decision of members present and voting so far as is necessary to enable a particular item of business to be transacted.
- (b) A motion to suspend Standing Orders shall not be moved without notice unless at least one half of the whole number of the members of the Council or the committee are present.

36. LIAISON WITH BOROUGH COUNCILLORS

A notice of Council meetings shall be sent, together with an invitation to attend the meeting of the Council, to the Borough Councillors for Rainhill.

37. RESPONSIBLE FINANCIAL OFFICER

The Parish Council Clerk will be the designated Responsible Financial Officer (RFO) as required by the Accounts and Audit Regulations 2015.

Reviewed May 2017 and the following amendments included:

33. Expenditure - requirement for orders for payment of money to be signed by any three persons on list of authorised signatories introduced to replace requirement for Clerk to sign. This bring it in line with Financial Regulations section 5.

Reviewed May 2018 – new logo added.