



**WESTON-SUPER-MARE TOWN COUNCIL**

# **Standing Orders**

**Author: Chief Executive Officer / Town Clerk – Sarah Pearse**

**Review: 19<sup>th</sup> August 2024 – Finance and General Purposes Committee**

**Adopted:**

## **INTRODUCTION TO STANDING ORDERS**

Standing Orders are the written rules of Weston-super-Mare Town Council. They are used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. Meetings of the Council, Members, Proper Officer (known as the Chief Executive Officer) and the Responsible Financial Officer (known as the Director of Finance and Resources) are subject to many statutory requirements.

- Standing Orders ensure that certain statutory requirements are upheld.
- A Council should have Standing Orders to confirm those statutory requirements.
- A Council should have Standing Orders to control the number of meetings, the place of meetings, the quorum at those meetings and notices and other procedures for committee and subcommittee meetings.
- A Council must have Standing Orders for the procurement of contracts.
- Weston-super-Mare Town Council has made some modifications to the template as provided by the National Association of Local Councils. It has produced its own version to ensure that it operates effectively, at the same time as adhering to statutory requirements.
- Matters that appear in bold are mandatory statutory requirements

**Reviewed and updated** in August 2024

**Amended** August 2024

**Review Date:** Every year unless an earlier review is required or requested by Council.

## Table of Contents

INTRODUCTION TO STANDING ORDERS .....	2
1. RULES OF DEBATE AT MEETINGS .....	4
2. DISORDERLY CONDUCT AT MEETINGS .....	6
3. MEETINGS GENERALLY .....	6
4. COMMITTEES AND SUB-COMMITTEES .....	11
5. DELEGATED POWERS .....	13
6. ORDINARY COUNCIL MEETINGS .....	13
7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES .....	16
8. PREVIOUS RESOLUTIONS .....	16
9. VOTING .....	16
9.1. VOTING .....	16
9.2. VOTING IN COMMITTEES .....	17
9.3. VOTING ON APPOINTMENTS .....	17
9.4. CLOSURE .....	17
10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER .....	18
11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE ..	18
12. MANAGEMENT OF INFORMATION .....	19
13. DRAFT MINUTES .....	20
14. CODE OF CONDUCT AND DISPENSATIONS .....	21
15. CODE OF CONDUCT COMPLAINTS .....	22
16. ROLES AND RESPONSIBILITIES .....	23
16.1. THE ROLE OF THE LEADER .....	23
16.2. THE ROLE OF THE GROUP LEADERS .....	23
16.3. THE ROLE OF THE GROUP LEADERS IS TO: .....	23
16.4. THE ROLE OF THE CHAIR .....	24
16.5. THE ROLE OF THE PROPER OFFICER (TO BE KNOWN AS THE CHIEF EXECUTIVE OFFICER / TOWN CLERK) .....	24
16.6. RESPONSIBLE FINANCIAL OFFICER .....	26
17. ACCOUNTS AND ACCOUNTING STATEMENTS .....	26
18. FINANCIAL CONTROLS AND PROCUREMENT .....	27
19. HANDLING STAFF MATTERS .....	29
20. RESPONSIBILITIES TO PROVIDE INFORMATION .....	30
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION .....	30

22.	RELATIONS WITH THE PRESS/MEDIA .....	31
23.	EXECUTION AND SEALING OF LEGAL DEEDS.....	31
24.	COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY MEMBERS .....	31
25.	RESTRICTIONS ON MEMBER ACTIVITIES .....	32
26.	CANVASSING OF AND RECOMMENDATION BY MEMBERS .....	32
27.	INSPECTION OF DOCUMENTS .....	32
28.	STANDING ORDERS GENERALLY .....	32

**1. RULES OF DEBATE AT MEETINGS**

- 1.1. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- 1.2. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1.3. A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- 1.4. 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.
- 1.5. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1.6. 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.
- 1.7. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- 1.8. A member may move an amendment to his/her/their 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.
- 1.9. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- 1.10. Subject to standing order 1.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

- 1.11. One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- 1.12. A member may not move more than one amendment to an original or substantive motion.
- 1.13. The mover of an amendment has no right of reply at the end of debate on it.
- 1.14. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 1.15. Unless permitted by the chair of the meeting, a member may speak once in the debate on a motion except:
  - 1.15.1. to speak on an amendment moved by another member;
  - 1.15.2. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - 1.15.3. to make a point of order;
  - 1.15.4. to give a personal explanation; or
  - 1.15.5. to exercise a right of reply.
- 1.16. During the debate on a motion, a member may interrupt only on a point of order or a personal explanation and the member who was interrupted shall stop speaking. A member raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- 1.17. A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- 1.18. When a motion is under debate, no other motion shall be moved except:
  - 1.18.1. to amend the motion;
  - 1.18.2. to proceed to the next business;
  - 1.18.3. to adjourn the debate;
  - 1.18.4. to put the motion to a vote;
  - 1.18.5. to ask a person to be no longer heard or to leave the meeting;

- 1.18.6. to refer a motion to a committee or sub-committee for consideration;
- 1.18.7. to exclude the public and press;
- 1.18.8. to adjourn the meeting; or
- 1.18.9. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

1.19. Before an original or substantive motion is put to the vote, the chair 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/her/their right of reply.

1.20. Excluding motions moved under standing order 1.18, the contributions or speeches by a member shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

1.21. **Alteration of Resolution:**

1.21.1. A member may, with the consent of his seconder, move amendments to his or her own resolution.

## 2. DISORDERLY CONDUCT AT MEETINGS

2.1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

2.2. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any member or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

2.3. If a resolution made under standing order 2.2 is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●
Consultative Groups/Advisory Committees	●
Start and Finnish Groups	●

3.1.	●	<b>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>
3.2.	●	<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.</b>
3.3.	●	<b>The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice</b> OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
3.4.	● ●	<b>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.</b>
3.5.		Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
3.6.		The period of time designated for public participation at a meeting in accordance with standing order 3.5 shall not exceed (15) minutes unless directed by the chair of the meeting.
3.7.		Subject to standing order 3.6, a member of the public shall not speak for more than (15) minutes.

3.8.		In accordance with standing order 3.5, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
3.9.		[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
3.10.		A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
3.11.		Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
3.12.	<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<p><b>Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.</b></p>
3.13.	<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<p><b>A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.</b></p>
3.14.	<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>	<p>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.</p> <p><b>3.14.1 The public and the press shall be admitted to all meetings of the Council and its Committees and Sub-Committees, which may, however, temporarily exclude the public or the press or both by means of the following resolution:</b></p>

		<p>“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded and they are instructed to withdraw.”</p> <p>3.14.2 The Council, committee or sub-committee shall state the special reason for exclusion.</p> <p>3.14.3 The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.</p> <p>3.14.4 Audio or video recording the recording of proceedings on a device or photographs may be made of any part of the meeting from which the press and public are not excluded without the express permission of the Chair provided that they cause no disruption or intrusion into the business of the Council. Oral commentary is not permitted during a meeting and children or vulnerable adults should not be filmed or photographed.</p> <p>3.14.5 If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that the person be removed from the meeting room or that the part of the meeting room open to the public be cleared. The Chair may adjourn the meeting for such period as is necessary to restore order.</p>
3.15.	●	<b>Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).</b>
3.16.	●	<b>The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a member as chosen by the members present at the meeting shall preside at the meeting.</b>
3.17.	● ● ●	<b>Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the members and non-members with voting rights present and voting.</b>
3.18.	●	<b>The chair 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</b>

	<ul style="list-style-type: none"> <li>● <b>exercise his/her/their casting vote whether or not he/she/they gave an original vote.</b></li> <li>● <i>See standing orders 6.8 and 6.9 for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i></li> </ul>
3.19.	<ul style="list-style-type: none"> <li>● <b>Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a member, the voting on any question shall be recorded so as to show whether each member present and voting gave his/her/their vote for or against that question.</b> Such a request shall be made before moving on to the next item of business on the agenda.</li> </ul>
3.20.	<p>The minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> <li>● the time and place of the meeting;</li> <li>● the names of members who are present and the names of members who are absent;</li> <li>● interests that have been declared by members and non-members with voting rights;</li> <li>● the grant of dispensations (if any) to members and non-members with voting rights;</li> <li>● whether a member or non-member with voting rights left the meeting when matters that they held interests in were being considered;</li> <li>● if there was a public participation session; and</li> <li>● the resolutions made.</li> </ul>
3.21.	<ul style="list-style-type: none"> <li>● <b>A member or a non-member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.</b></li> <li>●</li> <li>●</li> </ul>
3.22.	<ul style="list-style-type: none"> <li>● <b>No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.</b></li> </ul>

		<i>See standing order 4.4 (4.4.8) for the quorum of a committee or sub-committee meeting.</i>
3.23.	<ul style="list-style-type: none"> <li>● <b>If a meeting is or becomes inquorate no business shall be transacted</b> and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.</li> <li>●</li> <li>●</li> </ul>	
3.24.		A meeting shall not exceed a period of (2) hours.
3.25.		<p><u>Confidential Business Confidential Business</u></p> <p>325.1 No Member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.</p> <p>325.2 Any Member in breach of the provisions of paragraph 36.1 of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.</p>
3.26.		<p><u>Variation, Revocation and Suspension of Standing Order</u></p> <p>3.26.1 Any part of these Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.</p> <p>3.26.2 A motion permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council to allow time for the Town Clerk to research the implications of the proposal.</p>
3.27.		<p><u>Record of Attendance at Meetings</u></p> <p>The Town Clerk shall maintain a Record of Attendances in respect of meetings of the Council and of its Committees.</p>

#### **4. COMMITTEES AND SUB-COMMITTEES**

**4.1. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

**4.2. The members of a committee may include non-members unless it is a committee which regulates and controls the finances of the Council.**

**4.3. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-members. (To be determined by their Terms of Reference)**

4.4. The Council may appoint standing committees or other committees as may be necessary, and:

- 4.4.1. shall determine their terms of reference;
- 4.4.2. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- 4.4.3. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- 4.4.4. shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
- 4.4.5. may, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (1) day before the meeting that they are unable to attend;
- 4.4.6. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- 4.4.7. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- 4.4.8. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- 4.4.9. shall determine if the public may participate at a meeting of a committee;
- 4.4.10. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- 4.4.11. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- 4.4.12. may dissolve a committee or a sub-committee.

## **5. DELEGATED POWERS**

- 5.1. Without prejudice to the Town Clerk's general managerial responsibilities and the approved scheme of Committee and Officer Delegations no group of Members, individual Member or Officer shall have delegated power to take decisions on behalf of the Council save as provided by this Standing Order.
- 5.2. The Council may at any time delegate its authority to deal with any particular matter under consideration to a Committee or to a Sub-committee or to an ad-hoc group of Members (which shall consist of at least three) or to the Town Clerk.
- 5.3. In the event of any matter arising which requires an urgent decision the Town Clerk shall forthwith consult with the Chair and Vice-Chair of the appropriate Committee (and also with the Chair and Vice-Chair of the Policy and Finance Committee if the matter involves expenditure not provided for in the annual estimates) and those Members so consulted shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 5.4. Before exercising the delegated powers granted by 5.1 of this Standing Order, those Members consulted shall consider whether the matter is of sufficient import to justify the summoning of a Extraordinary Meeting of the appropriate Committee in accordance with Standing Order 7 and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 5.5. Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned.

## **6. ORDINARY COUNCIL MEETINGS**

- 6.1. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the members elected take office.
- 6.2. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- 6.3. If no other time is fixed, the annual meeting of the Council shall take place at **5pm**.
- 6.4. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- 6.5. The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

- 6.6. The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- 6.7. The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- 6.8. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- 6.9. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- 6.10. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- 6.10.1. In an election year, delivery by the Chair of the Council and members 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 Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - 6.10.2. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - 6.10.3. Receipt of the minutes of the last meeting of a committee;
  - 6.10.4. Consideration of the recommendations made by a committee;
  - 6.10.5. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - 6.10.6. Review of the terms of reference for committees;
  - 6.10.7. Appointment of members to existing committees;

- 6.10.8. Appointment of any new committees in accordance with standing order 4;
- 6.10.9. Review and adoption of appropriate standing orders and financial regulations;
- 6.10.10. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- 6.10.11. Review of representation on or work with external bodies and arrangements for reporting back;
- 6.10.12. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- 6.10.13. Review of inventory of land and other assets including buildings and office equipment;
- 6.10.14. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- 6.10.15. Review of the Council's and/or staff subscriptions to other bodies;
- 6.10.16. Review of the Council's complaints procedure;
- 6.10.17. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 12, 21 and 22*);
- 6.10.18. Review of the Council's policy for dealing with the press/media;
- 6.10.19. Review of the Council's employment policies and procedures;
- 6.10.20. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- 6.10.21.** Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6.11. Presence of Non-Members of Committees at Committee Meetings**

- 6.11.1.** A member who has proposed a motion which has been referred to any committee of which that person is not a member, may explain the motion to the committee but shall not vote.
- 6.11.2.** Any Council member shall, unless the Council otherwise orders, be entitled to be present at the meetings of any committee or sub-committee

of which that person is not a member and, at the discretion of the Chair, be permitted to speak but not vote.

## **7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

**7.1. The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

**7.2. If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two members, any two members may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two members.**

7.3. The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

7.4. If the chair of a committee [or a sub-committee] does not, or refuses, to call an extraordinary meeting within 7 days of having been requested to do so by 4 members of the committee [or the sub-committee], any 4 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. The statutory public notice giving the time, venue and agenda for such a meeting, must be signed by the 4 councillors in consultation with the Chief Executive Office / Town Clerk.

## **8. PREVIOUS RESOLUTIONS**

8.1. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 members to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

8.2. When a motion moved pursuant to standing order 7.1 has been disposed of, no similar motion may be moved for a further six months.

## **9. VOTING**

### **9.1. VOTING**

9.1.1. Members shall vote by show of hands.

9.1.2. If a member so requires, the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it or abstained. Such a request must be made before the vote is taken.

9.1.3. Subject to 9.2.1 and 9.2.2 below the Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not the Chair gave an original vote.

9.1.4. If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office that person may not give an original vote in an election for Chair.

9.1.5. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

## **9.2. VOTING IN COMMITTEES**

9.2.1. Members of committees and sub-committees shall vote by show of hands. The provisions of Standing Order 9.1 apply to Committees and Sub-Committees.

9.2.2. Chair of committees and sub-committees shall, in the case of an equality of votes, have a second or casting vote.

9.2.3. Co-opted members of Committees and Sub-committees will not be eligible to vote; however, due consideration will be given to their input to the debate.

## **9.3. VOTING ON APPOINTMENTS**

9.3.1. 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 chair of the meeting.

## **9.4. CLOSURE**

9.4.1. At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded and if the Chair is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), shall forthwith put the motion. If the motion "that the question be now put" is carried, the Chair shall call upon the mover to exercise or waive the right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

## **10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- 10.1. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 10.2. 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 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 10.3. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 10.4. If the Proper Officer considers the wording of a motion received in accordance with standing order 10.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- 10.5. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the members who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 10.6. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 10.7. Motions received shall be recorded and numbered in the order that they are received.
- 10.8. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- 11.1. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - 11.1.1. to correct an inaccuracy in the draft minutes of a meeting;
  - 11.1.2. to move to a vote;
  - 11.1.3. to defer consideration of a motion;

- 11.1.4. to refer a motion to a particular committee or sub-committee;
- 11.1.5. to appoint a person to preside at a meeting;
- 11.1.6. to change the order of business on the agenda;
- 11.1.7. to proceed to the next business on the agenda;
- 11.1.8. to require a written report;
- 11.1.9. to appoint a committee or sub-committee and their members;
- 11.1.10. to extend the time limits for speaking;
- 11.1.11. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- 11.1.12. to not hear further from a member or a member of the public;
- 11.1.13. to exclude a member or member of the public for disorderly conduct;
- 11.1.14. to temporarily suspend the meeting;
- 11.1.15. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- 11.1.16. to adjourn the meeting; or
- 11.1.17. to close the meeting.

## **12. MANAGEMENT OF INFORMATION**

*See also standing order 21.*

**12.1. 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.**

**12.2. 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).**

**12.3. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

**12.4. Members, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

**13. DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- Consultative Groups/Advisory Committees ●
- Start and Finnish Groups ●

13.1.		If the draft minutes of a preceding meeting have been served on members with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
13.2.		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 11.1 (11.1.1).
13.3.		The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
13.4.		<p>If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:</p> <p>“The chair of this meeting does not believe that the minutes of the meeting of the XX held on [date] in respect of XX were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”</p>

13.5.	<ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> </ul>	<p><b>If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.</b></p>
13.6.		<p>Subject to the publication of draft minutes in accordance with standing order 13.5 and standing order 21.1 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.</p>

#### **14. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3.21.*

All members and non-members with voting rights shall observe the code of conduct adopted by the Council.

14.1. Unless he/she/they has been granted a dispensation, a member or non-member with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

14.2. Unless he/she/they has been granted a dispensation, a member or non-member with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

**14.3. 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.

14.4. A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

14.5. A dispensation request shall confirm:

14.5.1. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- 14.5.2. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - 14.5.3. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - 14.5.4. an explanation as to why the dispensation is sought.
- 14.6. Subject to standing orders 14.4 and 14.5, a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- 14.7. A dispensation may be granted in accordance with standing order 14.5 if having regard to all relevant circumstances any of the following apply:**
- 14.7.1.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;**
  - 14.7.2.granting the dispensation is in the interests of persons living in the Council's area; or**
  - 14.7.3.it is otherwise appropriate to grant a dispensation.**

## **15. CODE OF CONDUCT COMPLAINTS**

- 15.1. Upon notification by the District or Unitary Council that it is dealing with a complaint that a member or non-member with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.
- 15.2. Where the notification in standing order 14.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4.
- 15.3. The Council may:
- 15.3.1. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

15.3.2. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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

**15.5. Complaints Procedure** The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in the manner outlined in the Council's adopted Complaints Procedure, other than those complaints which should be properly directed to the North Somerset Standards Committee.

## **16. ROLES AND RESPONSIBILITIES**

### **16.1. THE ROLE OF THE LEADER**

The role of Leader of Council (or Deputy Leader in their absence) is to:

- 16.1.1. Provide leadership to the Council but with no executive powers
- 16.1.2. Act as a liaison between the Chief Executive in indicating priorities and programmes for inclusion in Council business
- 16.1.3. Be responsible for working with other Members as appropriate to outline the Council strategy
- 16.1.4. Be first point of contact for the Chief Executive when a political or policy response is needed.

### **16.2. THE ROLE OF THE GROUP LEADERS**

- 16.2.1. In line with the political composition and proportionality of the Council the Council has identified the role of group leaders, for each political party or for a group of Members who are not Members of a political party.

### **16.3. THE ROLE OF THE GROUP LEADERS IS TO:**

- 16.3.1. Ensure that each Member within that group has the opportunity to fill a seat on a committee and sub-committee and working party.
- 16.3.2. Compile the list of proposed Members and a substitute Member for each standing committee and sub-committee at each annual town Council meeting. There shall be no designated substitute elected for PET Committee, if a Member is unable to attend it is their responsibility to nominate a member from the same ward to attend the PET meeting in their place.

16.3.3. Invite the group substitute Member to attend a committee or sub-committee

16.3.4. meeting when a vacancy is made, either due to a Member being absent or a Member submitting their resignation to that committee.

#### **16.4. THE ROLE OF THE CHAIR**

16.4.1. Chair's announcements are for this purpose only and are not to be used for debate.

16.4.2. All Members who wish to become Committee, Working Party, Steering Group or Advisory Group Chair or Vice Chair shall have undertaken the "Chair skills" training when taking on that role within their term of office (4 years).

#### **16.5. THE ROLE OF THE PROPER OFFICER (TO BE KNOWN AS THE CHIEF EXECUTIVE OFFICER / TOWN CLERK)**

16.5.1. 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.

16.5.2. The Proper Officer shall:

16.5.2.1. **at least three clear days before a meeting of the council, a committee or a sub-committee,**

16.5.2.2. **serve on members 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 member has consented to service by email), and**

16.5.2.3. **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 members is signed by them).**

16.5.2.3.1. *See standing order 3.2 for the meaning of clear days for a meeting of a full council and standing order 3.3 for the meaning of clear days for a meeting of a committee;*

16.5.3. subject to standing order 10, include on the agenda all motions in the order received unless a member has given written notice at least 2 days before the meeting confirming his/her/their withdrawal of it;

- 16.5.4. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- 16.5.5. facilitate inspection of the minute book by local government electors;**
- 16.5.6. receive and retain copies of byelaws made by other local authorities;**
- 16.5.7. hold acceptance of office forms from members;
- 16.5.8. hold a copy of every member's register of interests;
- 16.5.9. 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;
- 16.5.10. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- 16.5.11. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- 16.5.12. 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);
- 16.5.13. arrange for legal deeds to be executed;
  - 16.5.13.1.1. *(see also standing order 23);*
- 16.5.14. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- 16.5.15. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- 16.5.16. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Planning and Environment 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 Planning and Environment Committee;

16.5.17. manage access to information about the Council via the publication scheme; and

16.5.18. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

16.5.18.1. *(see also standing order 23).*

## **16.6. RESPONSIBLE FINANCIAL OFFICER**

16.6.1. 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**

17.1 “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.

17.2 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.

17.3 The Responsible Financial Officer shall supply to each member as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

17.1.1. the Council’s receipts and payments (or income and expenditure) for each quarter;

17.1.2. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;

17.1.3. the balances held at the end of the quarter being reported and

17.1.3.1. which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

17.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

17.1.4. each member with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

17.1.5. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

17.5 The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all members at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

18.1. 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:

18.1.1. the keeping of accounting records and systems of internal controls;

18.1.2. the assessment and management of financial risks faced by the Council;

18.1.3. 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;

18.1.4. the inspection and copying by members and local electors of the Council's accounts and/or orders of payments; and

18.1.5. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

18.2. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

**18.3. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18.6 is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- 18.4. 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:
- 18.4.1. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - 18.4.2. 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 members or staff to encourage or support their tender outside the prescribed process;
  - 18.4.3. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - 18.4.4. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - 18.4.5. tenders shall be opened by the Proper Officer in the presence of at least one member after the deadline for submission of tenders has passed;
  - 18.4.6. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 18.5. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 18.6. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

#### **18.7. Resolutions on Expenditure**

- 18.7.1. Any motion which is moved otherwise than in pursuance of a recommendation of the Policy & Finance Committee, or of another Committee after recommendation by the Policy & Finance Committee and which, if carried, would, in the opinion of the Chair substantially increase the expenditure upon any service which is under the management of the Council, or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when

proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any committee affected by it shall consider whether it desires to report thereon. The Policy and Finance Committee shall report on the financial aspect of the proposal.

## **19. HANDLING STAFF MATTERS**

- 19.1. A matter personal to a member of staff that is being considered by a meeting of the Personnel committee OR the Grievance and Appeals sub-committee is subject to standing order 12.
- 19.2. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel Committee OR the Grievance and Appeals sub-committee or, if he/she/they is not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee OR the Grievance and Appeals sub-committee at its next meeting.
- 19.3. The chair of the Personnel committee and leader of Council or in his/her/their absence, the vice-chair and deputy leader of council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Chief Executive Officer / Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel committee.
- 19.4. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or a designated member of the senior management team as directed by the Chief Executive Officer / Town Clerk) shall contact the chair of the Personnel committee OR the Grievance and Appeals sub-committee or in his/her/their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee OR the Grievance and Appeals sub-committee.
- 19.5. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Council's most senior member of staff (or a designated member of the senior management team as directed by the Chief Executive Officer / Town Clerk) relates to the chair or vice-chair of the Personnel committee OR the Grievance and Appeals sub-committee, this shall be communicated to another member of committee OR sub-committee, which shall be reported back and progressed by resolution of the Personnel committee OR the Grievance and Appeals sub-committee
- 19.6. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

19.7. In accordance with standing order 12.1, persons with line management responsibilities shall have access to staff records (only upon approval by the Director of Finance and Resources / RFO, or the Chief Executive Officer / Town Clerk.

19.8. Discussions and Resolutions Affecting Employees of the Council

19.8.1. **If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. See Standing Order 3.4.**

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

**20.1. 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.**

**20.2. [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

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

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 12.*

21.1. The Council may appoint a Data Protection Officer.

**21.2. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**

**21.3. The Council shall have a written policy in place for responding to and managing a personal data breach.**

**21.4. 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.**

**21.5. 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.**

**21.6. The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

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

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 16.5.13.*

23.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**23.2. [Subject to standing order 23.1, 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 members who shall sign the deed as witnesses.]**

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

OR

**23.3. [Subject to standing order 23.1, any two members may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

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

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY MEMBERS**

24.1. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward member(s) of the District and County Council OR Unitary Council representing the area of the Council.

24.2. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward member(s) representing the area of the Council.

## **25. RESTRICTIONS ON MEMBER ACTIVITIES**

25.1. Unless duly authorised no member shall:

25.2. inspect any land and/or premises which the Council has a right or duty to inspect; or

25.3. issue orders, instructions or directions.

## **26. CANVASSING OF AND RECOMMENDATION BY MEMBERS**

26.1. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this paragraph of this Standing Order to every candidate.

26.2. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion. Nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

## **27. INSPECTION OF DOCUMENTS**

27.1. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

## **28. STANDING ORDERS GENERALLY**

28.1. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

28.2. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 members to be given to the Proper Officer in accordance with standing order 10.

28.3. The Proper Officer shall provide a copy of the Council's standing orders to a member as soon as possible.

28.4. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



**WESTON-SUPER-MARE TOWN COUNCIL**

# **Code of Conduct**

**Author: Chief Executive Officer (Town Clerk) – Sarah Pearse**

**Review: 19<sup>th</sup> August 2024**

**Adopted:**

## **INTRODUCTION TO FINANCIAL REGULATIONS**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

This Code of Conduct has used the Local Government Association (LGA) Model Councillor Code of Conduct for adoption by Weston super Mare Town Council.

All councils are required to have a local Councillor Code of Conduct.

## **DEFINITIONS**

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who:

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## Contents

INTRODUCTION TO FINANCIAL REGULATIONS.....	2
DEFINITIONS.....	2
PURPOSE OF THE CODE OF CONDUCT.....	4
GENERAL PRINCIPLES OF COUNCILLOR CONDUCT.....	4
APPLICATION OF THE CODE OF CONDUCT .....	5
STANDARDS OF COUNCILLOR CONDUCT .....	6
GENERAL CONDUCT.....	6
1. RESPECT.....	6
2. BULLYING, HARASSMENT AND DISCRIMINATION .....	6
3. IMPARTIALITY OF OFFICERS OF THE COUNCIL .....	7
4. CONFIDENTIALITY AND ACCESS TO INFORMATION.....	7
5. DISREPUTE .....	8
6. USE OF POSITION .....	9
7. USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES.....	9
8. COMPLYING WITH THE CODE OF CONDUCT .....	10
9. INTERESTS.....	10
10. GIFTS AND HOSPITALITY .....	11
APPENDICES .....	11
APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE .....	11
1. SELFLESSNESS.....	11
2. INTEGRITY.....	12
3. OBJECTIVITY.....	12
4. ACCOUNTABILITY.....	12
5. OPENNESS.....	12
6. HONESTY .....	12
7. LEADERSHIP .....	12
APPENDIX B REGISTERING INTERESTS.....	12
NON-PARTICIPATION IN CASE OF DISCLOSABLE PECUNIARY INTEREST .....	13
DISCLOSURE OF OTHER REGISTERABLE INTERESTS.....	13
DISCLOSURE OF NON-REGISTERABLE INTERESTS .....	14
TABLE 1: DISCLOSABLE PECUNIARY INTERESTS .....	15
TABLE 2: OTHER REGISTRABLE INTERESTS .....	17
APPENDIX C – THE COMMITTEE ON STANDARDS IN PUBLIC LIFE .....	17
BEST PRACTICE 1:.....	18

BEST PRACTICE 2:.....	18
BEST PRACTICE 3:.....	18
BEST PRACTICE 4:.....	18
BEST PRACTICE 5:.....	18
BEST PRACTICE 6:.....	19
BEST PRACTICE 7:.....	19
BEST PRACTICE 8:.....	19
BEST PRACTICE 9:.....	19
BEST PRACTICE 10:.....	19
BEST PRACTICE 11:.....	19
BEST PRACTICE 12:.....	19
BEST PRACTICE 13:.....	20
BEST PRACTICE 14:.....	20
BEST PRACTICE 15:.....	20

## **PURPOSE OF THE CODE OF CONDUCT**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **GENERAL PRINCIPLES OF COUNCILLOR CONDUCT**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and

- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **APPLICATION OF THE CODE OF CONDUCT**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **STANDARDS OF COUNCILLOR CONDUCT**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **GENERAL CONDUCT**

#### **1. RESPECT**

As a councillor:

1.1. I treat other councillors and members of the public with respect.

1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor - officer protocol.

#### **2. BULLYING, HARASSMENT AND DISCRIMINATION**

As a councillor:

2.1. I do not bully any person.

2.2. I do not harass any person.

2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. IMPARTIALITY OF OFFICERS OF THE COUNCIL**

As a councillor:

3.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. CONFIDENTIALITY AND ACCESS TO INFORMATION**

As a councillor:

4.1. I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
  - I. I have received the consent of a person authorised to give it;
  - II. I am required by law to do so;
  - III. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - IV. the disclosure is:
    - a. reasonable and in the public interest; and
    - b. made in good faith and in compliance with the reasonable requirements of the local authority; and
    - c. I have consulted the Monitoring Officer prior to its release.

4.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. DISREPUTE**

As a councillor:

5.1. I do not bring my role or local authority into disrepute

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's

confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. USE OF POSITION**

As a councillor:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES**

As a councillor:

7.1. I do not misuse council resources.

7.2. I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. COMPLYING WITH THE CODE OF CONDUCT**

As a Councillor:

8.1. I undertake Code of Conduct training provided by my local authority.

8.2. I cooperate with any Code of Conduct investigation and/or determination.

8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority.

## **9. INTERESTS**

As a councillor:

9.1. I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision

making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

**Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. GIFTS AND HOSPITALITY**

As a councillor:

- 10.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **APPENDICES**

### **APPENDIX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE**

The principles are:

#### **1. SELFLESSNESS**

Holders of public office should act solely in terms of the public interest.

## **2. INTEGRITY**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

## **3. OBJECTIVITY**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

## **4. ACCOUNTABILITY**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

## **5. OPENNESS**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

## **6. HONESTY**

Holders of public office should be truthful.

## **7. LEADERSHIP**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## **APPENDIX B REGISTERING INTERESTS**

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### **NON-PARTICIPATION IN CASE OF DISCLOSABLE PECUNIARY INTEREST**

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### **DISCLOSURE OF OTHER REGISTERABLE INTERESTS**

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## **DISCLOSURE OF NON-REGISTERABLE INTERESTS**

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
  
8. Where a matter arises at a meeting which affects:
  - a. your own financial interest or well-being;
  
  - b. a financial interest or well-being of a relative or close associate; or
  
  - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
  
9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest. [Where you have another Registrable Interest or Non-Registrable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

## **TABLE 1: DISCLOSABLE PECUNIARY INTERESTS**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council:</p> <ul style="list-style-type: none"> <li>a. under which goods or services are to be provided or works are to be executed; and</li> <li>b. which has not been fully discharged.</li> </ul>

<p><b>Land and Property</b></p>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<p><b>Licenses</b></p>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<p><b>Corporate tenancies</b></p>	<p>Any tenancy where (to the councillor's knowledge):</p> <ul style="list-style-type: none"> <li>a. The landlord is the council; and</li> <li>b. the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</li> </ul>
<p><b>Securities</b></p>	<p>Any beneficial interest in securities* of a body where:</p> <ul style="list-style-type: none"> <li>a. that body (to the councillor's knowledge) has a place of business or land in the area of the council; and either <ul style="list-style-type: none"> <li>i. The total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the</li> </ul> </li> </ul>

	councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were
	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **TABLE 2: OTHER REGISTRABLE INTERESTS**

You must register as another Registerable Interest:

- a. any unpaid directorships
- b. anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c. any body
  - i. exercising functions of a public nature
  - ii. directed to charitable purposes or
  - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

## **APPENDIX C – THE COMMITTEE ON STANDARDS IN PUBLIC LIFE**

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code. The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeal process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations.

These are:

**BEST PRACTICE 1:**

Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**BEST PRACTICE 2:**

Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**BEST PRACTICE 3:**

Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**BEST PRACTICE 4:**

An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**BEST PRACTICE 5:**

Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

### **BEST PRACTICE 6:**

Councils should publish a clear and straightforward public interest test against which allegations are filtered.

### **BEST PRACTICE 7:**

Local authorities should have access to at least two Independent Persons.

### **BEST PRACTICE 8:**

An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

### **BEST PRACTICE 9:**

Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

### **BEST PRACTICE 10:**

A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

### **BEST PRACTICE 11:**

Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

### **BEST PRACTICE 12:**

Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**BEST PRACTICE 13:**

A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**BEST PRACTICE 14:**

Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**BEST PRACTICE 15:**

Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.



**WESTON-SUPER-MARE TOWN COUNCIL**

# **Financial Regulations**

**Author: Chief Executive Officer / Town Clerk – Sarah Pearse**

**Review: 19<sup>th</sup> August 2024 – Finance and General Purposes Committee**

**Adopted:**

## **INTRODUCTION TO FINANCIAL REGULATIONS**

Financial Regulations are the written rules of Weston-super-Mare Town Council. They are used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. Meetings of the Council, Members, Proper Officer (known as the Chief Executive Officer) and the Responsible Financial Officer (known as the Director of Finance and Resources) are subject to many statutory requirements.

- Financial Regulations ensure that certain statutory requirements are upheld.
- A Council should have Financial Regulations to confirm those statutory requirements.
- A Council should have Financial Regulations to control the number of meetings, the place of meetings, the quorum at those meetings and notices and other procedures for committee and subcommittee meetings.
- A Council must have Financial Regulations for the procurement of contracts.
- Weston-super-Mare Town Council has made some modifications to the template as provided by the National Association of Local Councils. It has produced its own version to ensure that it operates effectively, at the same time as adhering to statutory requirements.
- Matters that appear in bold are mandatory statutory requirements

**Reviewed and updated** in August 2024

**Amended** August 2024

**Review Date:** Every year unless an earlier review is required or requested by Council.

## Contents

INTRODUCTION TO FINANCIAL REGULATIONS .....	2
1. GENERAL .....	4
2. RISK MANAGEMENT AND INTERNAL CONTROL .....	6
3. ACCOUNTS AND AUDIT .....	7
4. ANNUAL ESTIMATES.....	9
5. BUDGET AND PRECEPT .....	10
6. PROCUREMENT AND CONTRACTS.....	12
7. ORDERS FOR WORKS, GOODS AND SERVICES .....	14
8. BANKING AND PAYMENTS .....	15
9. ELECTRONIC PAYMENTS.....	16
10. CHEQUE PAYMENTS .....	18
11. PAYMENT CARDS.....	18
12. PETTY CASH.....	19
13. PAYMENT OF SALARIES AND ALLOWANCES .....	19
14. LOANS AND INVESTMENTS .....	20
15. INCOME .....	21
16. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	22
17. STORES AND EQUIPMENT .....	22
18. ASSETS, PROPERTIES AND ESTATES .....	23
19. INSURANCE .....	23
20. CHARITIES .....	24
21. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	24
APPENDIX 1 - TENDER PROCESS.....	24

## 1. GENERAL

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders. **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 financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.**

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. **The Finance and Resources Director has been appointed as RFO and these regulations apply accordingly.** The RFO;
  - acts under the policy direction of the council;

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.  
These reports will cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matters
- Prepare Draft Estimates which, when approved by the Council, will form the Annual Budget for authorised spend, monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.
- Submit the Precept to the District Council.
- Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.
- Ensure that all money due to the Council is billed, collected and banked promptly.
- Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibility of those officers to avoid potential conflict.
- Control and manage all payments by cheque, autopay, Bank Transfer / BACS, cash or Direct Debit.
- Undertake the overall management of payroll including the Local Government Pension Scheme. Ensure the prompt payment of tax and national insurance payments at the correct times and ensure, where appropriate, the prompt payment of sums due to the Pension Authority.
- Ensure all VAT returns are submitted promptly and VAT inspections are dealt with in a proper and timely manner.
- Ensure that all invoices for payment are allocated to the correct expenditure heads.
- Ensure the production of final accounts and financial statements and report to the appropriate committee and Council in accordance with the [Local Audit and Accountability Act 2014 Sections 26 and 27](#) [The Accounts and Audit Regulations 2015 \(SI 2015/234\)](#)
- Ensure the productions of accounts and records for external audit in accordance with the [Accounts and Audit \(England\) Regulations 2015](#).

- Monitor compliance with the Council's Financial Regulations to ensure correct financial systems are in place and to ensure compliance with accounting requirements and legislation.
- Manage insurance and other risks, process claims as necessary and report as appropriate to the Council or appropriate Committee.
- Maintain the Council's register of property and assets.

**1.5. The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.6. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts; and
- any grants will be overseen and authorised by the Grants and Governance Sub Committee.

**2. RISK MANAGEMENT AND INTERNAL CONTROL**

**2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Chief Executive Officer (CEO) (Town Clerk) with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the CEO with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council **all reports prepared for a decision by the Town Council shall include sections on "Financial Implications" and "Risk Assessments."**

**2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance and General Purposes Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. ACCOUNTS AND AUDIT**

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations **and proper practices.**

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit

them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

**3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

**3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council
- **The Internal Auditor shall carry out work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as complied**

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. 3.12.The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. ANNUAL ESTIMATES**

4.1.The Finance & General purposes Committee, together with each Standing Committee, shall formulate and submit proposal to the Council in respect of Revenue and Capital costs for the following financial year not later than the end of December each year.

4.2.Detailed estimates of all income and expenditure including the use of reserves / earmarked reserves and all sources of funding for the year shall be prepared each year by the RFO

4.3.The Council shall review and set the Budget not later than the end of February each year and shall fix the Precept to be levied for the ensuing financial year.

4.4.The RFO shall issue the Precept to North Somerset District Council, the billing authority, and shall supply each member with a copy of the approved Budget

4.5. The annual Budget shall form the basis of financial control for the ensuing year.

4.6. The Council shall consider the need for and shall have regard to a 5-year forecast (Medium Term Financial Plan) which shall be prepared and reviewed annually.

4.7. The Council will aim to maintain a general reserve at a level normally 4 x monthly revenue expenditure excluding any approved Earmarked Funds.

## **5. BUDGET AND PRECEPT**

- 5.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 5.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Personnel committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Personnel committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 5.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year **along with a forecast, (for Weston-super-Mare Town Council this is the Medium-Term Financial Plan.(MFTP)) for the following three financial years minimum**, taking account of the lifespan of assets and cost implications of repair or replacement.
- 5.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the Finance and General Purposes Committee.
- 5.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council Finance and General Purposes committee not later than the end of December each year.
- 5.6. The draft budget with any committee proposal contained within the MFTP, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purposes committee and a recommendation made to the council.
- 5.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax (England)/budget (Wales) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 5.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local**

**Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

- 5.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 5.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 5.11. 4.11. Any addition to, or change of use to, any earmarked or capital reserve shall be agreed by the council (or relevant committee).
- 5.12. Expenditure on Revenue reserves and included within approved Earmarked or Capital reserves may be incurred up to the amounts included in the approved budget. Virements within individual budget headings shall be delegated to the CEO having been prepared by the RFO. Virement between one cost centre and another shall be determined by the Town Council.
- 5.13. No expenditure may be incurred which will exceed the amount provided in the revenue budget without reference to the Finance and General Purposes Committee, who may decide to refer the matter to the Town Council
- 5.14. The RFO shall provide the Finance & General Purposes Committee and the Council with a monthly statement of Income and Expenditure under each head of the budgets, comparing actual expenditure against the Budget.
- 5.15. The Town 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 a budgetary provision for the expenditure, subject to a limit of £5,000. Such decisions will be reported to the Town Council at the earliest opportunity.
- 5.16. The Town Clerk, together with the Leader of the Council and Chair of the Finance and General Purposes Committee, shall be authorised under extreme urgency to incur such expenditure up to the sum of £10,000. Such decision will be reported to the Town Council at the earliest opportunity.
- 5.17. No expenditure shall be incurred in relation to any Capital project and no contract entered into tender accepted involving Capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

## **6. PROCUREMENT AND CONTRACTS**

- 6.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 6.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 6.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 6.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 6.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 6.5.1. For contracts estimated to exceed £20,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 6.5.2. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 6.5.3. For contracts greater than £7,500 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 6.5.4. For smaller purchases, The Clerk shall seek to achieve value for money.

---

<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

**6.6. Contracts must not be split into smaller lots to avoid compliance with these rules.**

6.7. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

6.7.1. specialist services, such as legal professionals acting in disputes;

6.7.2. repairs to, or parts for, existing machinery or equipment;

6.7.3. works, goods or services that constitute an extension of an existing contract;

6.7.4. goods or services that are only available from one supplier or are sold at a fixed price.

6.7.5. for the supply of gas, electricity, water, sewerage and telephone services.

6.7.6. for additional audit work of the external Auditors up to an estimated £1000 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of Finance and General Purposes Committee);

6.8. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

6.9. The council shall not be obliged to accept the lowest or any tender, quote or Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

6.10. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

6.11. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

6.12. In cases of serious risk to the delivery of council services or to public safety on council premises, the CEO (Town Clerk) may authorise expenditure of up to

£5000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 6.13. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 6.14. A Purchase Order or letter shall be issues for all works, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained and attached to invoices.
- 6.15. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **7. ORDERS FOR WORKS, GOODS AND SERVICES**

- 7.1. A Purchase Order or letter shall be issues for all works, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained and attached to invoices.
- 7.2. All members and Officer are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de Minimis provision in Regulation 11 below and Standing Order 39.2. (Full details are described within the Council's approved procurement guide).
- 7.3. Order books shall be controlled by the RFO.
- 7.4. The RFO /Finance Administration Manager shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used (as one example: grants).
- 7.5. A procurement guide will be issued to Spending Officers and will be used and does not withstand and other Financial Regulation or Standing Order.

7.6. *An Elected Member may not issue an official order or make a contract on behalf of the council.*

## **8. BANKING AND PAYMENTS**

8.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

8.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

8.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. *Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.*

8.4. *Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.*

8.5. *All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.*

8.6. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made together with a completed BACS form which should be representative of the payments due to be made- to reduce the risk of duplicate payments.

8.7. *A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.*

8.8. The CEO (Town Clerk) and RFO shall have delegated authority to authorise payments only in the following circumstances:

8.8.1. {any payments of up to £5000 excluding VAT, within an agreed budget}.

8.8.2. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

8.8.3. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the CEO and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

8.8.4. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate Finance and General Purposes Committee.

8.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance and general purposes committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **9. ELECTRONIC PAYMENTS**

9.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 2 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

9.2. All authorised signatories shall have access to view the council's bank accounts online.

9.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 9.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 9.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 9.6. Two councillors who are authorised signatories will have access to enable the check of the payment details upon request against the invoices before approving each payment as per the internal controls in place.
- 9.7. Evidence shall be retained showing which members approved the payment to allow the online banking process to occur and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 9.8. A full list of all payments made in a month shall be provided to the next Finance and General Purposes committee meeting and appended to the minutes.
- 9.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members.
- 9.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 9.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 9.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO or The Finance Administration Manager and the RFO a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

9.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

9.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **10. CHEQUE PAYMENTS**

10.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members **for the General account and two out of four authorised administrative members of staff for the Imprest account.**

10.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

10.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **11. PAYMENT CARDS**

11.1. Any Debit Card issued for use will be specifically restricted to The CEO and the RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance and general purposes committee in writing before any order is placed.

11.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the:

- CEO (Town Clerk)
  - Director of Finance and Resources (RFO)
  - Director of Community Services (Acting Deputy Town Clerk)
  - Community operations and resources manager
  - Civic Officer,
- and any balance shall be paid in full each month.

11.3. Personal credit or debit cards of members or staff shall not be except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **12. PETTY CASH**

- 12.1. The RFO shall maintain a petty cash float/imprest account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **13. PAYMENT OF SALARIES AND ALLOWANCES**

- 13.1. **11.1.As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 13.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 13.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 13.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 13.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 13.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. [Payroll reports will be reviewed by upon request by The Personnel committee to ensure that the correct payments have been made.](#)

13.7. Any termination payments shall be supported by a report to the Personnel committee, setting out a clear business case. Termination payments shall only be authorised by the full council.

13.8. Before employing interim staff, the council must consider a full business case.

13.9. Payment of salaries, wages, emoluments or allowances will be made via BACS and Direct Debit accordingly.

#### **14. LOANS AND INVESTMENTS**

14.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

14.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the Finance and General purposes committee, following a written report on the value for money of the proposed transaction.

14.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

14.4. All investment of money under the control of the council shall be in the name of the council.

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

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

## **15. INCOME**

- 15.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 15.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 15.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records. **Any bad debts amounting to less than £100 may be written off by the RFO and will be reported to the Council at the next appropriate meeting.**
- 15.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 15.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 15.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 15.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 15.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.
- 15.9. **The design and ordering of official orders, receipts and tickets shall be carried out by or on behalf of the RFO who will be responsible for ensuring they are fit for**

purpose and are satisfactory. Arrangements will be made to ensure these remain secure.

## **16. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 16.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works. (subject to any percentage retention as may be agreed in the particular contract).
- 16.2. Any variation of, addition to or omission from a contract must be authorised by the CEO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **17. STORES AND EQUIPMENT**

- 17.1. The officer in charge of each section] shall be responsible for the care and custody of stores and equipment in that section.
- 17.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 17.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 17.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.
- 17.5. In consultation with the RFO, inventories and stores records shall be established and maintained. Proper arrangements shall be made for periodic stock checks and the RFO shall lay down procedures for dealing with surpluses and deficiencies.
- 17.6. Moveable property surplus to the Council's requirements with a value in excess of £1000 shall not be disposed of except by sale on the authority of the Council. Efforts to transfer stock to other departments will be explored before disposal at the discretion of the CEO or the RFO.

## **18. ASSETS, PROPERTIES AND ESTATES**

- 18.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 18.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 18.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 18.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property including matters such as planning permissions and covenants together with a proper business case including an adequate level of consultation with the electorate where required by law
- 18.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

## **19. INSURANCE**

- 19.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 19.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

19.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

19.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

## **20. CHARITIES**

20.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **21. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

21.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

21.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

21.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **APPENDIX 1 - TENDER PROCESS**

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2. The invitation shall in addition state that tenders must be addressed to the CEO or an officer appointed by the CEO in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or RFO in the presence of at least two members of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall be subject to Standing Order 39(e) and 39(f) and shall refer to the terms of the Bribery Act 2010.
6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
7. When it is intended to enter into a contract of less than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those exceptions listed in paragraph 11.1.1, the RFO shall apply principles detailed in standing order 39.2(a) The RFO shall strive to obtain three estimates.
8. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
9. The Council will work within its Procurement Policy.
10. Where there is any procurement and award of a contract covered by the Regulations 2015 ("the regulations") which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014 / 24 / EU (which may change from time to time).

11. All procurement over the value of £25,000 will have regard for Social Value as per the councils Procurement Guide and procedures within. Full details of Social value and definitions are contained within this guide and should be read in conjunction with this document.



WESTON-SUPER-MARE TOWN COUNCIL

## ITEM 11.

### **Finance & General Purposes Committee Meeting 19<sup>th</sup> August 2024 Blakehay Business Review Start and Finish Group Report from the Chief Executive Officer (Town Clerk)**

---

#### **1. Purpose and background of Report**

##### **1.1. Background**

The Blakehay Theatre has been under review as directed by the former Expenditure and Governance Working party since 13<sup>th</sup> July 2023.

##### **1.2. Purpose**

This report has been produced to provide an overview update on discussions and information provided to the Blakehay Review Working Group. It does not provide data that has been provided to the group (this is available upon request). It is recognised that the review is not yet concluded and due to decreased staff resources in the senior management team the review has not been reviewed in recent months and will now need to be picked up in earnest following the appointment of the Director of Finance and Resources (RFO) and newly formed Blakehay Start and Finish Group.

It was recognised there is a need to understand what budget requirements are needed for 2024/2025 and as such the working group have made recommendations to be considered to allow financial planning for this year. In order to provide context, we have summarised financial performance over the last 5-year period (Appendix 1).

##### **1.2.1. Meeting 1 – 3<sup>rd</sup> August 2023 (Blakehay Theatre)**

Cllrs: Crew, Coles, Malyan & Pepperall

Officers: DTC / ATC

- Viewing and tour of the Theatre to allow all new members to see the hire space and back of house facilities
- Briefing on history of the Theatre and overview of past and current uses
- Briefing on COVID pandemic closure period and grant award to refurbish areas
- Members provide confirmation that they would like to receive all financial and usage data for the 2 years prior to the pandemic to date in the first instance to then be able to focus the review in specific areas.

##### **1.2.2. Meeting 2 – 5<sup>th</sup> September 2023 (Grove House)**

Cllrs: Crew, Coles, Malyan & Pepperall

Officers: DTC / ATC / Blakehay Manager

Data for years :2019/ 2020, 2020/2021, 2021 / 2022, 2022/2023 & current year to date 2023/2024 was provided for the working group considerations as follows:

- Income and expenditure year reports



WESTON-SUPER-MARE TOWN COUNCIL

## ITEM 11.

- Full data of all hire and bookings taken
- Bar takings information
- Ticket Sales

The information provided a snap shot of performance and costs to enable members to drill down into specific areas further, recognising until they had this broad picture they could not form basis of review and understand focus areas. It was recognised that the sheer volume of this data was huge and whilst providing information on individual performances and bookings they would like to look into the following areas at the next meeting:

### **1.2.3. Follow up actions requested by Cllrs at meeting held 5<sup>th</sup> September 2023:**

#### Room booking revenue

Review spreadsheet against booking system following discrepancies at previous meeting.

##### a. Which shows made money

Live Show evaluation (gross figures) showing revenue achieved

##### b. Specific bar revenue

Income from Bar shown in Blakehay Theatre Review Stats – against shows completed. Also shown in Live shows evaluation spreadsheet (included in main document)

##### c. Predicted revenue for shows up to and including March 2024

Live show data included for Xmas

Bookings data provided from Booking system

##### d. Case study to look at Dom Jolly show – what were the figures

Drill down into best option for ticket sales/ what marketing was done?

Dom Jolly breakdown provided

##### e. Review actual numbers needed for fire in the building (various scenarios)

Attached fire plan and emergency evacuation plan approved by H & S advisors and Fire Risk Assessment (Carried out annually). price structure to be sent to group

### **1.2.4. Meeting 3 - 10<sup>th</sup> November 2023 (Grove House)**

Cllrs: Crew, Coles,

Officers: DTC / ATC

The Data was provided as requested above and led to further questions around the following areas:

- Marketing of bought in performances and in general
- Overheads & staffing costs and how this related to individual hires and uses – which areas made money and which did not



WESTON-SUPER-MARE TOWN COUNCIL

## ITEM 11.

- Programming – how was this decided
- Bar costs of running is this reflective of where staff are used in the figures
- The impact of the COVID pandemic and rebuilding of use following closure
- Working with Partners – are there opportunities not yet explored

### 1.2.5. Meeting 4 – 25<sup>th</sup> January 2024 (Blakehay Theatre)

Cllrs: Crew

Officers: DTC / ATC

The following was agreed as focus areas that would need to be reviewed fully in due course.

#### Priority Areas / order of work:

- a) Implementation of a flexible charging schedule (24/25)
- b) A full review of budget costs and break-even points for cost.
- c) A full review of Marketing processes and management is undertaken.  
Market = Local groups to use theatre (discount on charges)  
Review current Marketing Plans – resources
- d) A full review of programming and how this is done. -
- e) Supported management and review is required to understand the impact and changes to the Theatre following the COVID pandemic and cost of living crises).
- f) To keep options open for operational models and opportunities to work with partner organisations.

### 1.2.6. Recommendation to Expenditure and Governance Working Party to date are:

In order to enable financial planning for 2024/2025 it is suggested that the Blakehay budgets should remain in the same context for the next financial year to allow reviews to be concluded during 2024 / 2025. It is further recommended that:

- A full review of Marketing process and management is undertaken
- Supported management and review is required to understand the impact and changes to the Theatre Industry (Nationally following the COVID pandemic and cost of living crises)
- Full review of budget costs and break-even points for cost
- Full review of programming and how we do this
- Implementation of a flexible charging schedule (24/25)
- Keep options open for operational models and opportunities to work with partner organisations.



WESTON-SUPER-MARE TOWN COUNCIL

# ITEM 11.

## 2. Next Steps

2.1. Members will need to agree a date for the first of the new structure Blakehay Start and Finish Group Meeting to allow evaluation of work to undertaken to date as per recommendations in 1.2.6 above.

2.2. Start and Finish Group Members agreed 17th June 2024

- Cllr Ciaran Cronnelly
- Simon Harrison- Morse
- Cllr Owen James
- Cllr Martin Williams
- Cllr John Standfield
- Cllr Robert Payne
- Vacancy (LIB DEM – tbc)

## 3. Timescales

- September 2024 (First review meeting of new start and finish group)
- 14<sup>th</sup> October 2024 – Report to Finance and General Purposes Committee with updates on evaluation
- 16<sup>th</sup> December 2024 – Final report to Finance and General Purposes Committee with recommendations for future Budget 2024 / 2025

## 4. Stakeholders

Weston super Mare Town Council  
Blakehay Theatre

## 5. Members are requested to:

- a) Agree date of Blakehay Start and Finish Group (September 2024)
- b) Agree Timescale of work programme in 3 above

## **Finance and General Purposes Committee 19<sup>th</sup> August 2024**

### **Hildesheim Twinning**

### **Report from the Chief Executive Officer (Town Clerk)**

---

#### **1. Background & Purpose of the Report**

Weston super Mare has been twinned with Hildesheim in Germany since 1983. For many years this has included reciprocated visits by civic leaders and a Youth Exchange programme.

At the last Civic Matters Consultative Group held 11<sup>th</sup> July 2024, the following was discussed with reference to the Finance & General Purposes Committee as an action;

#### ***Hildesheim Visit 2024 (Draft minute extract 11.07.24)***

*The Civic Officer reported the Mayor had officially received an invitation to Hildesheim for 6<sup>th</sup>-9<sup>th</sup> September 2024. It was hoped that the CEO (Town Clerk) would travel with the Mayor but due to a prior commitment, this was not possible. Therefore, North Somerset Council Councillor Mike Soloman would accompany the Mayor as there was a joint interest between the Council to further strengthen cultural relationships.*

*It was noted that the Scouts had organised an exchange for July 2025 and that Weston Choral had also planned to visit, demonstrating great strides in strengthening and diversifying cultural relationships.*

#### **1.1. Youth Exchange**

It was noted that since the last youth exchange visit (March 2024), the volunteer coordinator from Weston had disengaged with the programme, leaving the youth exchange at risk of not continuing in 2025.

The Town Clerk advised that Hildesheim needed to find a replacement coordinator in order for the exchange to continue.

It was agreed that twinning in its entirety, needed some more consideration and community involvement as a town. More direction was needed and it was suggested that a start and finish group be appointed by the Finance and General Purposes Committee.

#### **2. Options for Council**

- a) Do nothing
  
- b) Appoint a Start & Finish Group to review the Hildesheim Twinning programme and opportunities to develop, business, and community involvement with the



## AGENDA ITEM 12

programme. Objective: to provide direction for future years to ensure continued growth and relationship with our partners in Germany.

**Members Action required:** Appoint a Start and Finish group to review the current Hildesheim Twinning programme.

### 3. Reason for Recommendation

Currently the Mayor represents the town and will champion initiatives that are relevant to their term in office which has been well received in Hildesheim, however there is not a consistency of approach due to the any Mayor only holding the position of office for one year. As such endeavours and good ideas may be lost and not continued.

Objective: to provide and create a broad strategic plan and direction of focus for the twinning programme in acknowledgment that there has never been a formal review of what our twinning relations should be. This plan would be beneficial to the Town Mayor, staff and volunteers, to maximise opportunities in future years and ensure there is ability to grow and develop the relationship with our partners in Germany.

### 4. Expected Benefits

Improved twinning programme with new strategic aims, ie, business, youth and community.

### 5. Implications

#### 5.1. Legal

None

#### 5.2. Risks

The main risk whilst low in terms of impact is the demise of the Historic Twinning programme due to lack of time invested to identify opportunities and evaluate current practices which have struggled to keep going in recent years (Youth Exchange).

#### 5.3. Financial

Currently financial cost remains within the Civic budget for visits to and from Hildesheim.

#### 5.4. Timescales

Ideally and review should be undertaken to allow inclusion in the council's strategy which is being reviewed in September 2024 for approval in November 2024.

#### 5.5. Stakeholders

Weston super Mare Town Council  
Hildesheim



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 12

Local Communities and Youth groups  
Local businesses

### **5.6. Contractors**

N/A

### **5.7. Crime & Disorder 5.8 Biodiversity**

N/A

### **5.8. Privacy Impact**

N/A

### **5.9. Equality & Diversity**

Any strategic plan should have full regard for Equality and Diversity

### **6. Appendices**

None

### **7. Members are recommended to:**

Appoint a Start and Finish group (minimum 3 members) to review the current Hildesheim Twinning programme and develop a strategic plan for implementation. Working with town council staff and partners in Hildesheim as required to define objectives and realistic opportunities for relationship growth.

**Sarah Pearse**

Chief Executive Officer (Town Clerk)

Drafted 09/08/2024



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 13

### **Finance & General Purposes Committee 19<sup>th</sup> August 2024 Christmas Lights Tender 2024 and Future Year Events Report from the Chief Executive Officer (Town Clerk)**

---

#### **1. Purpose and Background of Report**

- a) To update the council on the recent Christmas lights contract award and subsequent changes following the agreed meeting with the Start & Finish Group allocated to finalise the contract specification held 15<sup>th</sup> July 2024.
- b) To seek guidance on preferred switch on event dates for the 2025 event and opportunities for future years

Members are requested to make a decision with regard to item 1.0 (b) and formally note and approve decision made with regard 1.0(a).

#### **1.1. Background Christmas Lights Contract – Blachere Illuminations**

Following the procurement process undertaken and appointment of Blachere Illuminations as the councils Christmas Lights contractor for a fixed 3-year contract (with the option to extend by a further 2 years (plus 1, plus 1), the Amenities Culture and Leisure committee resolved the following:

***Amenities Culture & Leisure (01.07.24) .2 RESOLVED: That a Start and Finish Group be formed to approve the detail of the Christmas Lights design and contract, working with the contactor on a short timescale (to be determined), consisting of Councillors Roger Bailey, Peter Crew, Catherine Gibbons and John Standfield to replace as necessary.***

#### **1.2. Start & Finish Group Meeting 15.07.24**

Final design choices and locations were reviewed and agreed by the working group and discussions was held with regard to:

- a) The need to replace existing brackets (from previous contract) to ensure compatibility with new design motifs and ensure responsibility is solely with Blachere throughout the contract.
- b) The need to undertake EICR (Electrical Installation Condition Report) on all locations within the new scheme
- c) The need to choose final design for the Christmas tree and design detail including final colour options to meet the brief from survey data and community opinion (Traditional looking tree)

With regard to point (c) – in the original tender proposal there was the option to either have a real tree value (Blachere included a value of £6k) which included dressing, or a choice of a conical LED tree which they submitted in their original tender. The Start & Finish Group members recognised that having a real tree had caused a lot of issues



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 13

in the past in terms of its size, shape and ability to withstand the location conditions off of the seafront in an exposed area, and the fact this was one area where there had been complaint in the past. Furthermore, there was feeling the conical tree option did not meet the requirements and was not in keeping with the rest of the design (it had fish theme). It was therefore felt that a traditional looking high quality Nordika Tree should be explored as the preferred option. Blachere confirmed this was unlikely to be achieved within the 3-year contract sum available but could be an option over a 4-year contact period. Members asked for this to be costed and considered as the preferred choice. In addition, it was agreed that as a backup option to this a exploration exercise should take place with regard to sourcing a real tree ourselves (25ft plus) , noting that the ability to do so and transportation and installation was now hard to achieve and would not be Blachere's recommended choice for the scheme.

The following outcomes and recommendations from the Start & Finish Group following concluded with receipt of quotations from Blachere after the meeting as follows;

- 1.2.1. To increase the contract term to 4 years to remain within the current budget approved for the Annual Christmas lights Contract of £40,000 to include a 8m dressed Nordika Christmas Tree – link to detail: [here](#)
- 1.2.2. To replace all existing brackets to ensure proper fitting and working order for new design scheme
- 1.2.3. To undertake EICR to all necessary locations for new design scheme (working with NSC Highways and street lighting teams)
- 1.2.4. To ensure the Blakehay Theatre, Weston Museum and 32 Waterloo Street are included within any final proposal.
- 1.2.5. Quotations were received as follows to meet Start & Finish group requirements

Detail of Quotation	Annual Cost	Year 1 costs only	Budget available	Budget saving / addition
4-year contract to include Nordika tree & Blakehay Theatre	£38,799.12	-	£40,000	-£1200.80 (Saving)*
4-year contract – Weston Museum	£3,056.90	-	£1200.80 (from saving above) *	£1,856.10 (Budget addition)
New Bracket Installation	-	£2,680	(to come from PPM)	£2,680 (Budget addition utilising PPM)
EICR Testing	-	£1306.50	(to come from PPM)	£1,306.50 (Budget addition utilising PPM)



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 13

Go-Bo laser light for 32 Waterloo Street	-	£1999.00	(to come from Advertising Budgets)	£1999.00 (Budget addition-advertising budgets)
--	---	----------	------------------------------------	--

### 1.2.6. 4 – year contact Budget summary table

Annual Xmas Lights Budget allocation	£40,000
Total Cost of 4-year Contract – including Museum	£41,856.02
Difference	(£1,856.02)
Advertising Budget use	£1,856.02
<b>Shortfall in Budget</b>	<b>Nil</b>

### 1.2.7. Year 1 – one off costs

EICR Testing	£1306.50
New Bracket Installation	£2680.00
<b>Total from PPM Budget</b>	<b>£3,986.50</b>
Go-Bo Laser for 32 Waterloo street	£1999.00
<b>Total from Tourism Advertising</b>	<b>£1,999.00</b>

### 1.2.8. Delegated Decision

Due to the urgency to place the order for final design and to secure the lights for 2024 the CEO/ Town Clerk with the agreement from the Leader of Council the following has been actioned:

- a) Christmas lights scheme agreed as per the Start & Finish Group requirements to include the Nordika Christmas Tree – Contract to be extended to 4 years rather than the original 3 years to make the scheme affordable. (As per section 1.16)
- b) Additional year 1 infrastructure costs have been actioned to allow works to start in readiness for light installation in November 2024. (As per section 1.1.7)

### 1.3. Christmas Lights switch on Event 2025

2023 saw a change to previous years with regard to the Christmas Lights Switch on ceremony. Instead of it being a standalone event organised by the Town Council and the Town Centre Partnership (as our appointed event manager under the SLA). A decision to combine the Switch on Ceremony with the Eat Festival was taken and was thought to be a huge success in November 2023. Indeed, the consultation survey results taken at the time indicated that members of the public thought that the combined event was a good idea. Attendance to the event itself was reflective of this. As a result, the following was resolved:



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 13

**Community Services committee (11<sup>th</sup> March 2024), To agree the date of 23<sup>rd</sup> November for the Christmas lights switch on 2024 (noting this will form part of the tender specification which contractors must be able to adhere to).**

*In order to secure the dates for the same event in 2025 the council has been approached by the organisers of the EAT Festival to confirm dates. Enquiries have been made as to what dates are available and they have confirmed the following:*

Available dates for 2025 switch on event

- 29 November – Organiser preferred date.
- 8 November 2025
- 15 November 2025
- 13 December 2025

In addition, the organisers have expressed a desire to discuss opportunities to enter into a commitment with the council with regard to the combined event for the duration of the Christmas Lights Contract (4 years).

### **1.4. Cost of merging the event to WSMTC.**

The council have within their SLA with the Town Centre Partnership (TCP), outsourced the event management of the lights switch on ceremony (with the exception of the Civic element). As such there has always been a budget allocation of £1,500 from the council to support this function which is overseen by the TCP. In 2023 and for 2024 this figure has been matched by £1,500 giving a contribution to the EAT festival of £3,000 per year. However, there is no guarantee that the TCP will be able to do this going into 2025.

### **2. Options for Council**

- a) Approve details contained in 1.18 – Delegated Decision
- c) Consider and approve dates for 2025 switch on event contained in (1.2)
- d) Consider request from EAT organisers for a long-term arrangement in line with the Christmas Lights Contract noting current costs detailed in (1.3)

### **3. Reason for Recommendation**

To allow best value in Christmas Lights contractor contract with Blachere Illuminations. To agree dates for 2025 switch on event to secure EAT festival (dates are already being booked in other locations so there is no guarantee if not locked in).

To consider future years events 2026 – onwards in the same format as 2023 / 2024 / 2025.



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 13

### 4. Expected Benefits

Improved Christmas Lights and new design for 2024 for a period of 4 years to December 2027.

Combined switch on event with Eat Festival until 2025 with opportunity to negotiate for a long-term agreement to 2027 with the aim of continued increase in attendance and footfall into the High street and town centre.

***Strategic aim: 1.12 Ambition:** Provide Christmas lights with Christmas light switch on event.*

***Success would look like:** A display of Christmas lights in the town, in co-operation with other interested bodies, each year to assist the economic health of the town centre and other appropriate areas.*

### 5. Implications

#### 5.1. Legal

TCP to work with contractor to meet all Health and Safety, Street Lighting and Highways statutory conditions as required – as per SLA.

#### 5.2. Risks

Weather – for switch on event

Poor planning from Contractor

Delayed permissions for statutory responsibilities / permissions

#### 5.3. Financial Implications

Increased cost in year 1 and need to utilise advertising budget over 4 years by £1,856.02

#### 5.4. Timescales

Permissions starting from 30.07.24 meeting held with NSC / TCP and WSMTTC.

#### 5.5. Stakeholders

Weston super Mare Town Council

North Somerset Council (Street Lighting and Highways)

Eat Festival

Blachere Illuminations

#### 5.6. Contractors

Blachere Illuminations

Eat Festival



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 13

### **5.7. Crime & Disorder (councils have a legal duty to consider impact)**

n/a

### **5.8. Biodiversity (councils have a legal duty to consider impact)**

The Blachere Contract has had regard for environmental concerns which are included in the original tender submitted and can be seen upon request.

### **5.9. Privacy Impact (consider Privacy Impact assessment)**

n/a

### **5.10. Equality & Diversity (councils have a legal duty to consider impact)**

n/a

## **6. Appendices**

n/a

## **7. Members are recommended to:**

**7.1.** Approve details contained in 1.18 – Delegated Decision

**7.2.** Consider and approve dates for 2025 switch on event contained in (1.2)

**7.3.** Consider request from EAT organisers for a long-term arrangement in line with the Christmas Lights Contract noting current costs detailed in (1.3)

### **Sarah Pearse**

Chief Executive Officer (Town Clerk)

Drafted 09/08/2024



WESTON-SUPER-MARE TOWN COUNCIL

## **Finance and General Purposes Committee 19<sup>th</sup> August 2024**

### **Accessibility Ramp 32 Waterloo Street**

### **Report of the Chief Executive Officer (Town Clerk)**

---

#### **1. Background & Purpose of the Report**

When purchased, 32 Waterloo Street was an inaccessible building. There are limits to how the building can be made accessible due to it being a Grade II Listed Building. No measures could be put in place to make the 1<sup>st</sup> and 2<sup>nd</sup> floor accessible, but it was felt that as a public building, representing the community, every effort should be made to making the public areas (ground floor), accessible. As such, an internal ramp was included in the specification of works for the internal alterations contract. This resulted in the steps (which used to lead down to what is now the chamber), being replaced with a ramp. There is also need for external ramped access to the building. As such a design was created by the Town Council's Building Surveyor, in consultation with North Somerset Council's Conservation Officer, for an external ramp at the front of the building.<sup>1</sup>

The initial submission of the planning permission and listed building consent for the ramp was submitted 14<sup>th</sup> November 2022. North Somerset Council's planning team had some concerns with the design, and as such, the application was withdrawn in order to allow sufficient time to address concerns. This included the need for a more in depth buried services search, and concerns from North Somerset Highways. The application was withdrawn in January 2023, giving the Council a year to resubmit with no additional cost.<sup>2</sup> The Planning application was resubmitted January 2023 following suggested amendments, and permission was granted June 2024.

Planning permission and Listed building Consent is valid for three years from this date. Following approval, plans need to be in place for the funding of the installation of the ramp.

#### **2. Options for Council**

As is standard with planning applications, the installation of the ramp will need to be done in line with the submitted plans and drawings. As such, there is no need for input on the design of the ramp, which been created in conjunction with highways considerations, as well as conservation considerations.

Members will, however, be required to consider budget provision.

#### **3. Reason for Recommendation**

As a community organisation, **whilst not statutory**, the Council has a responsibility to its parishioners. In the most basic sense, this means giving the community the

---

<sup>1</sup> HQ Working Group 02/12/2021

<sup>2</sup> HQ Working Group 27/01/2023



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 16

opportunity to engage with the officers and members. As the new headquarters of Weston-super-Mare Town Council, we cannot deny anyone the opportunity to engage in a way that affects their dignity.

A temporary measure has been put in place for access to the building. This is a ramp at the rear of the building which enables access to the council chamber, toilets, and front reception. There are several reasons why this, nor the suggestion for a temporary removable ramp for the front of the building, are not suitable long-term solutions:

1. A temporary ramp gives the impression that people of restricted mobility are of secondary importance to able bodied people.
2. A temporary removable ramp, like those used at train stations, is not a suitable solution for the front of the building. Ramps should follow an incline ratio of 1:12, meaning for every 12 units of horizontal distance, there is 1 unit of vertical rise.<sup>3</sup> With the height of the steps into the building, this ratio cannot be achieved without impeding on pedestrian access along the footpath.
3. Further to point 2, the building is curved. Any use of a straight ramp would block the footpath access for pedestrians. The submitted design for the ramp curves round the building in an effort to avoid this issue.
4. The use of the rear ramp requires members of the public to come to the front entrance, and a member of staff walk them round to the rear entrance through Kings Lane. Palmers Row does not have pedestrian access on that side of the road. This is the only short-term solution available, but is not practical long term.

#### **4. Expected Benefits**

Accessibility in buildings involves more than legal compliance; it includes understanding the human aspect and ensuring all individuals, regardless of physical abilities, can navigate public spaces with ease and dignity. Accessibility provides a better quality of life, plus greater comfort and security for everyone, and enables a life without obstacles.

#### **5. Implications**

##### **5.1. Legal**

At the end of 2021 / start of 2022, a member of the public had challenged the issue of accessibility of the building through the local MP. This was brought to the attention of the council, who explained that there were plans to install a ramp at the front, the rear, and an accessibility audit would be carried out for the building.<sup>4</sup>

Advice was sought from the Town Councils appointed Building Surveyor regarding the legal responsibility of the council. It was explained that under the law, reasonable steps need to be taken to make the building accessible, but that there was no legal definition

---

<sup>3</sup> The Buildings Regulations Part M and The British Standard for Wheelchair Ramps BS8300 (2018)

<sup>4</sup> HQ Working Group 20/01/2022



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 16

of reasonable, and if challenged it would be up to the courts to pass judgement.<sup>5</sup> This means that there is not necessary a precedent on how to proceed, however any lack of action could be challenged. It was felt that adaptations to 32 Waterloo Street were possible, therefore, they are reasonable.

### Equality Act 2010 – Section 20. Duty to make adjustments

- (1) *Where this Act imposes a duty to make reasonable adjustments on a person, this section, sections 21 and 22 and the applicable Schedule apply; and for those purposes, a person on whom the duty is imposed is referred to as A.*
- (2) *The duty comprises the following three requirements.*
- (3) *The first requirement is a requirement, where a provision, criterion or practice of A's puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.*
- (4) *The second requirement is a requirement, where a physical feature puts a disabled person at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to avoid the disadvantage.*
- (5) *The third requirement is a requirement, where a disabled person would, but for the provision of an auxiliary aid, be put at a substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled, to take such steps as it is reasonable to have to take to provide the auxiliary aid.<sup>6</sup>*

### **5.2. Risk**

Without pursuing the installation of a ramp, the council is at risk of legal ramifications in line with non-compliance with legislation detailed above in 5.1.

It was agreed by the Council previously to install a gate to the front of the building for increased security. A small gap was left at the bottom of the gate, to allow for the inclusion of a ramp at a future date. This means that without a ramp, there is a potential vulnerability at the bottom of the gate.<sup>7</sup>

### **5.3. Financial**

Currie and Brown, the Town Council's appointed Building Surveyor and Quantity Surveyor, have been instructed to create a costed plan against the agreed drawings, and a specification of works. The former will be required to understand the budget required, and the latter will be used to carry out a tender exercise following budget allocation.

---

<sup>5</sup> HQ Working Group 27/10/2024

<sup>6</sup> Equality Act 2010 – Section 20 – points 1-5

<sup>7</sup> HQ Working Group 23/09/2022



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 16

### **5.4. Timescales**

If included in the 2025/2026 budget setting process, funds will be available April 2024. Depending on the value of works, though highly likely, a procurement exercise will need to be carried out to find a contractor for the installation. This is roughly a 12-week process. Several planning conditions will need to be released ahead of installation, which includes the following:

1. The front of the ramp shall not be constructed until details of the Bath stone to be used, including the type, size, colour, pointing, coursing, jointing, profile and texture of the stone, have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be carried out only in accordance with the approved details and materials.
2. No paving stones shall be laid until a sample panel of the ground finish to be used on the ramp hereby permitted has been erected on site and approved in writing by the Local Planning Authority. The development shall thereafter be carried out only in accordance with the approved sample panels, which shall be retained on site for reference until the development is completed.
3. No development shall take place, including any works of demolition, until a site-specific Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period.
4. No development shall be commenced until surface water drainage details, together with a programme of implementation, have been submitted to and approved in writing by the Local Planning Authority. Such works shall be carried out in accordance with the approved details and programme.

The above planning conditions can be completed ahead of the tender exercise, as the specification of works will include those items specified above.

The appointed contract will have lead times for the order of materials. This is typically 4-8 weeks from the date the order is placed depending on material availability.

With the above in mind, the work will likely be carried out later summer 2025.

### **5.5. Contractors**

A procurement exercise will be carried out following the allocation of budget to find a suitable contractor for the works.

### **6. Appendices**

Plans for the ramp have been attached with this report. Please note, these plans have been approved as part of the planning process, and any deviations would require further planning permission and listed building consent. Given the difficulty gaining approval for the designs, and the requirements needed to be met, it would be unlikely to find a more suitable design.



WESTON-SUPER-MARE TOWN COUNCIL

## AGENDA ITEM 16

### 7. Recommendations

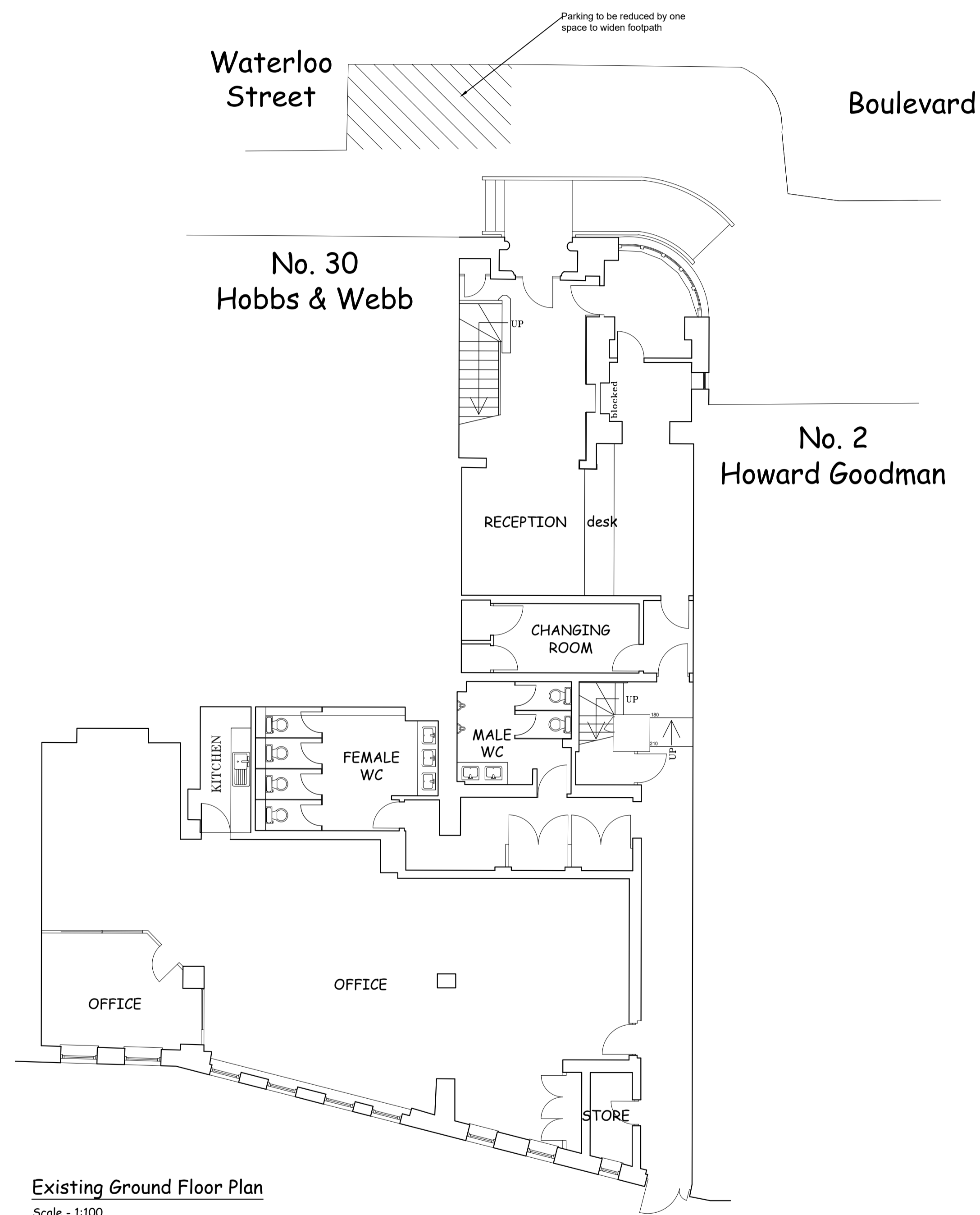
Members are requested to:

1. Formally acknowledge the granting of planning permission and listed building consent for the installation of a ramp at 32 Waterloo Street, as per the attached drawings.
2. Note the exercise being carried out by Currie and Brown for the creation of a costed specification of works, in order to inform the budget setting process.
3. Approve the plan to proceed with the installation of a ramp as per the drawings, allowing accessibility.
4. Allow the inclusion of the costs design within the 2025/2026 budget setting process to commence works at the earliest opportunity.

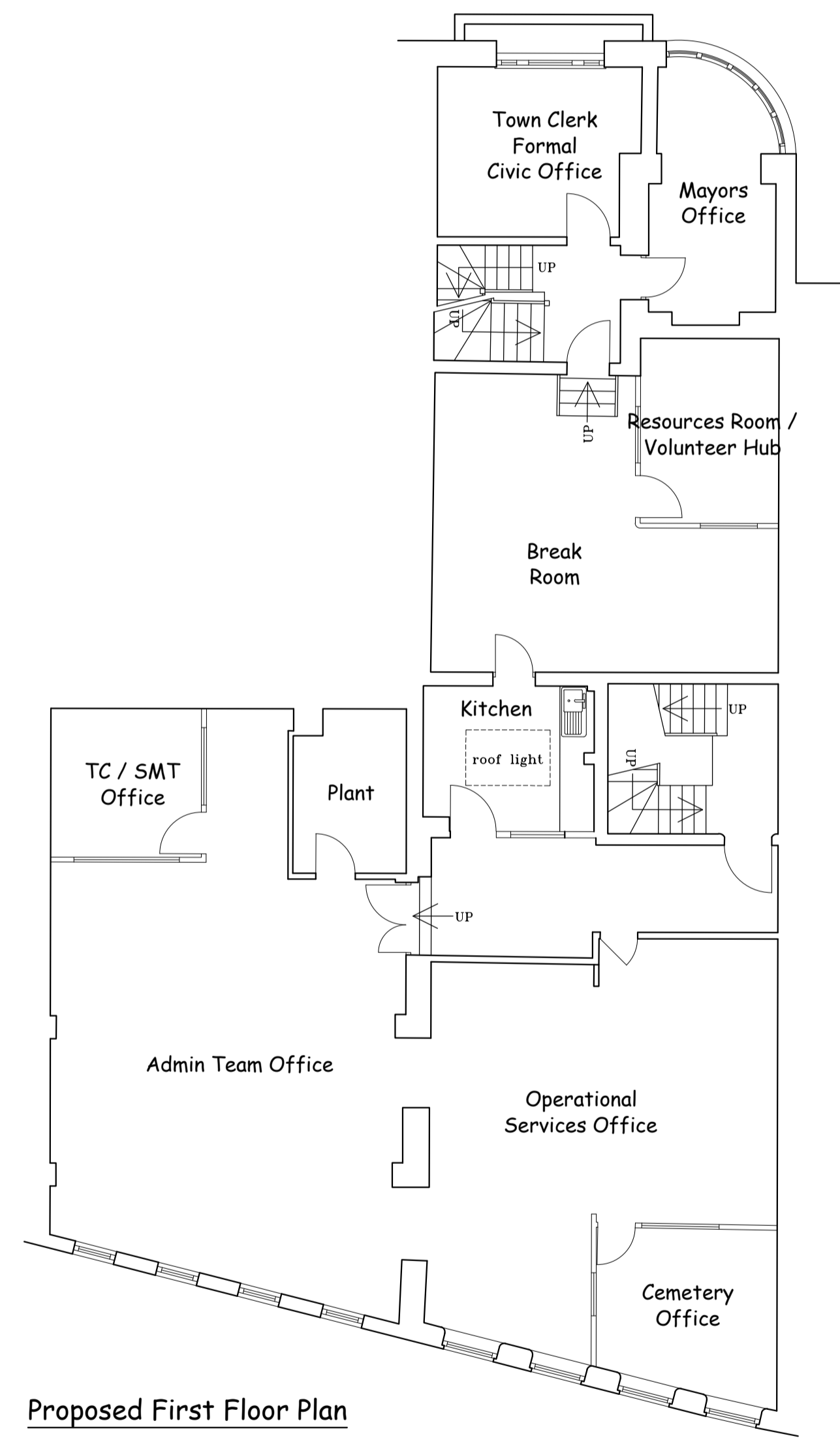
**Molly Maher**

Senior Development Officer

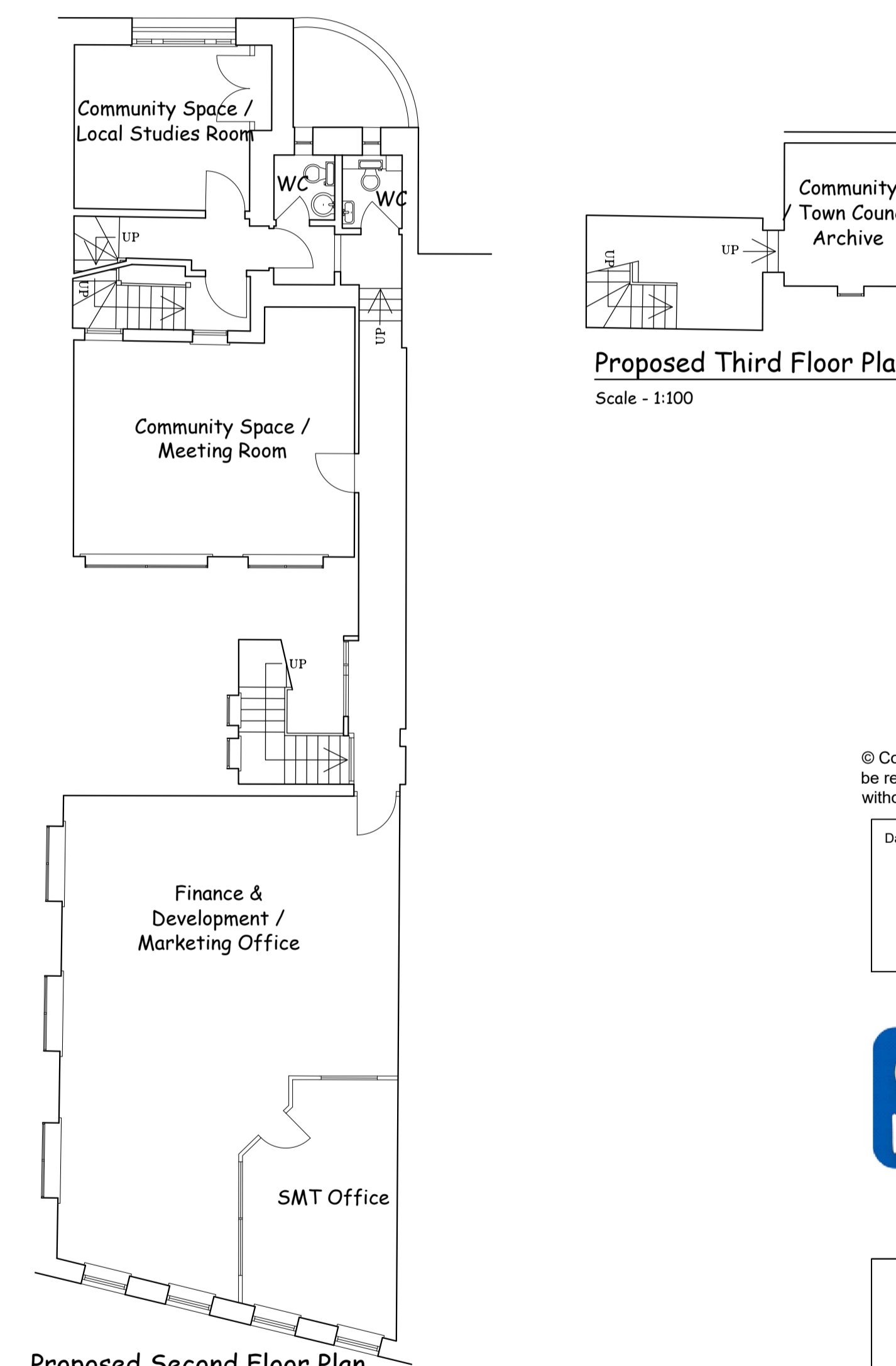
Drafted 9<sup>th</sup> August 2024



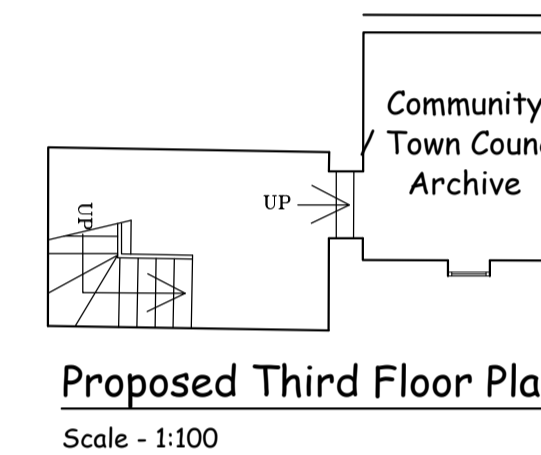
**Existing Ground Floor Plan**  
Scale - 1:100



**Proposed First Floor Plan**  
Scale - 1:100



**Proposed Second Floor Plan**  
Scale - 1:100



**Proposed Third Floor Plan**  
Scale - 1:100

© Copyright - The contents of this drawing may not be reproduced or distributed in part or in whole without the written permission of SJ Surveyors Ltd.

Date:	Revision:	Number:



**SJ Surveyors Ltd**  
12 Woodstock Road  
Milton  
Weston-Super-Mare  
Somerset  
BS22 8AH  
Tel: 01934 628698  
Email: mail@sjsurveyors.com

Client: Weston-super-Mare Town Council

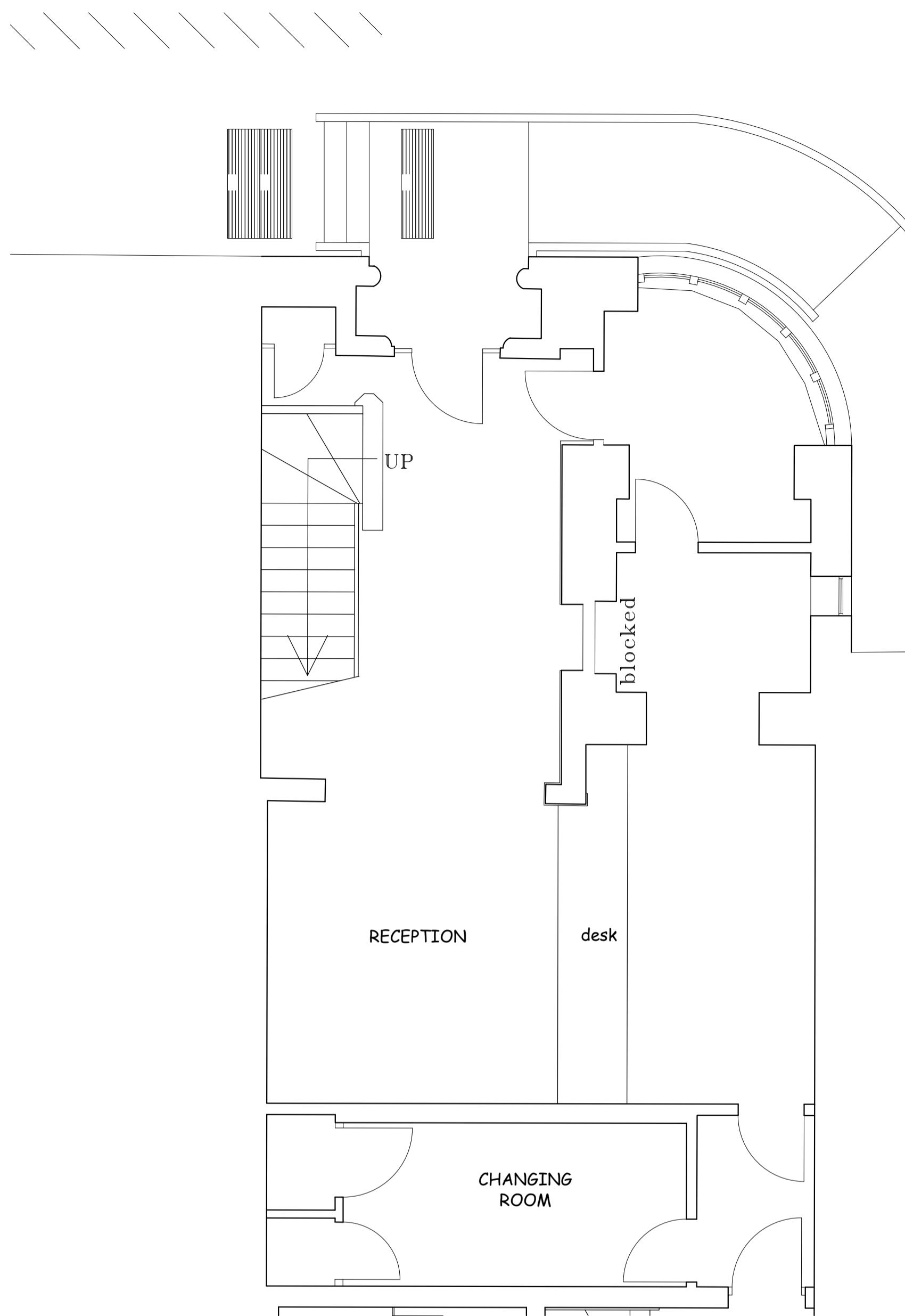
Drawing Title:  
Proposed Floor Plans

Project:  
Entrance Ramp  
32 Waterloo Street  
Weston-super-Mare  
BS23 1LW

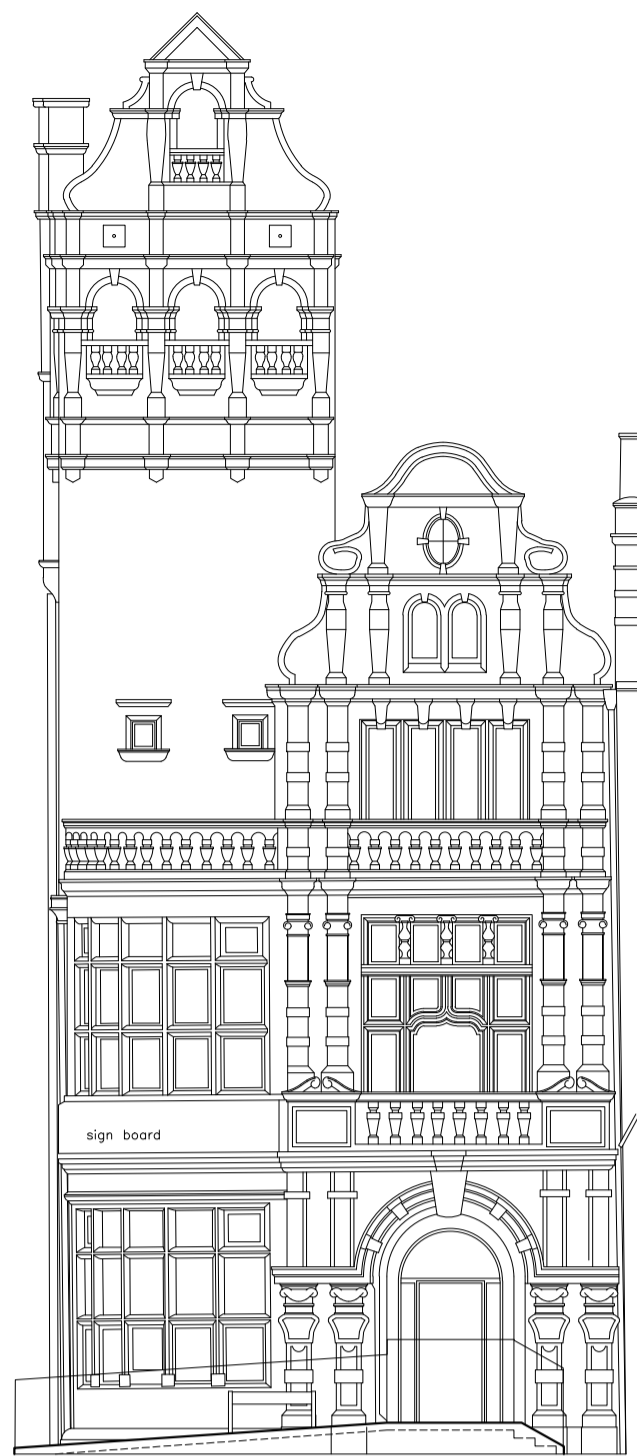
Scale: As Shown	Paper Size: A1	Date: Sep 22
--------------------	-------------------	-----------------

Drawing No: 22/118-106	Revision:
---------------------------	-----------

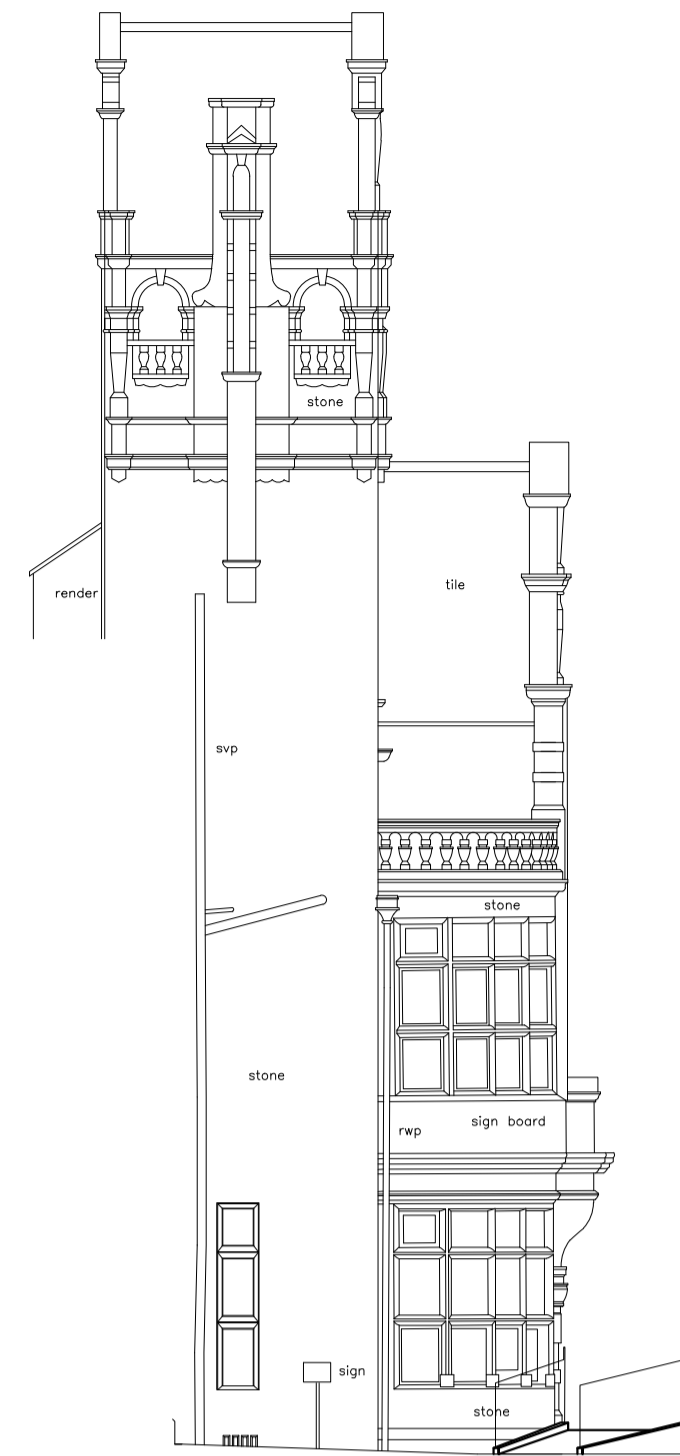




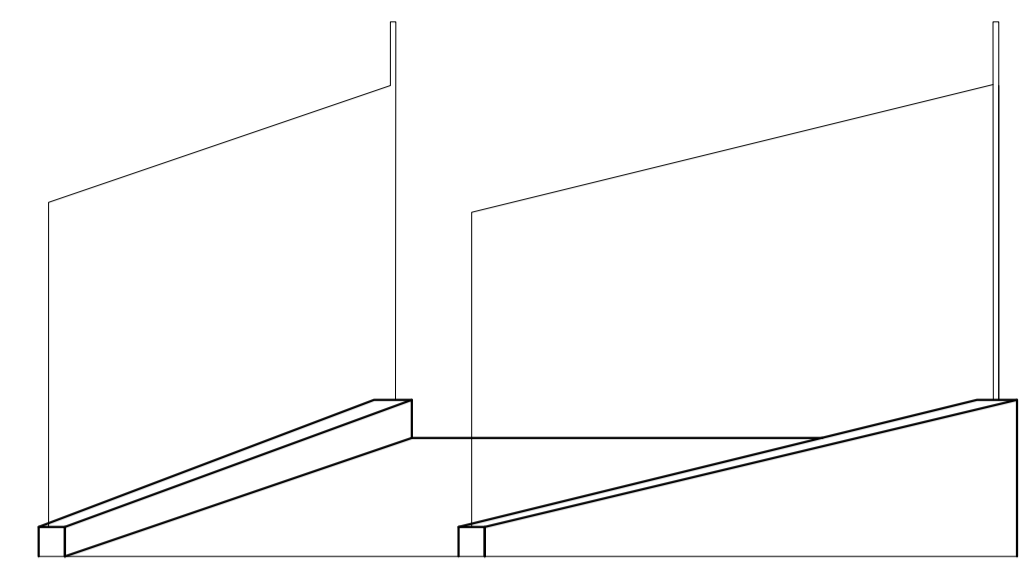
**Proposed Ground Floor Plan (partial)**  
Scale - 1:50



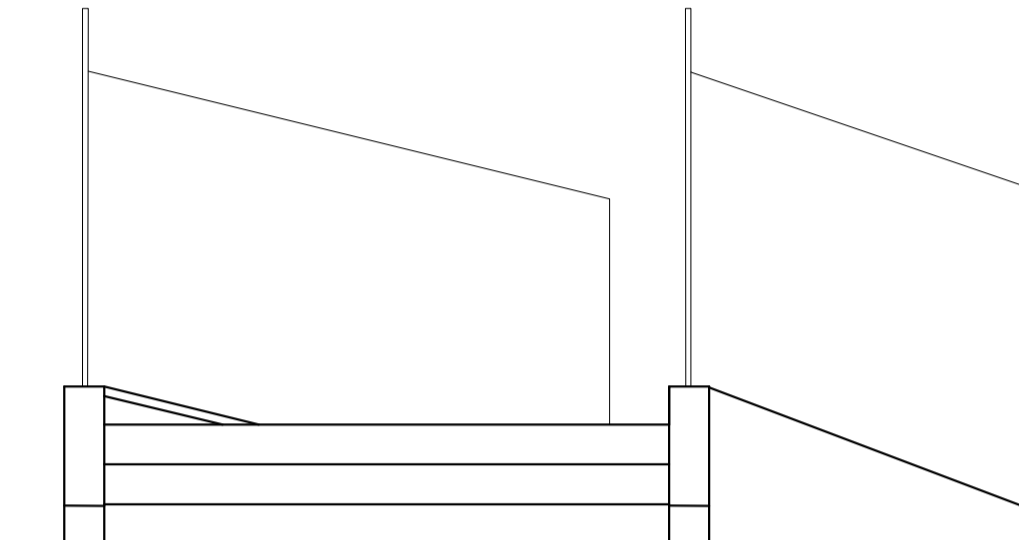
**Proposed North Elevation**  
Scale - 1:100



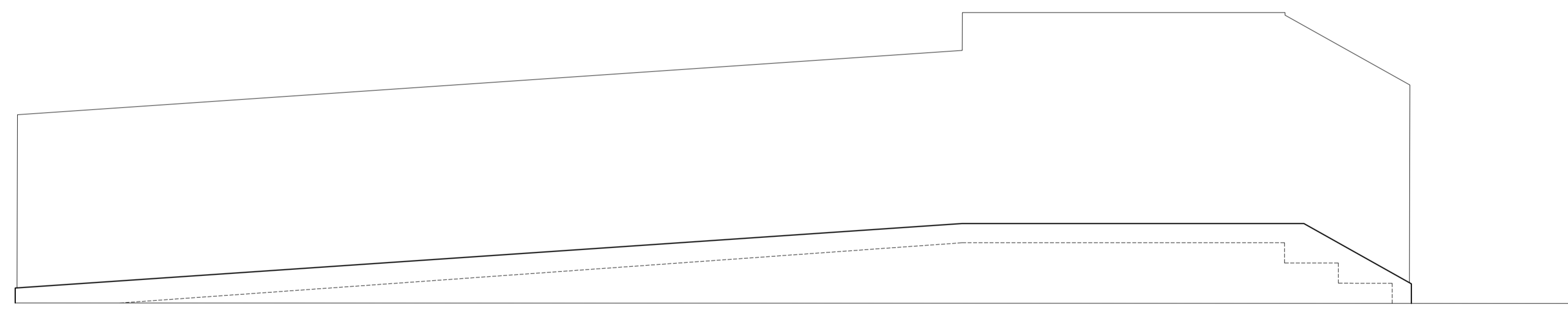
**Proposed East Elevation (Partial)**  
Scale - 1:100



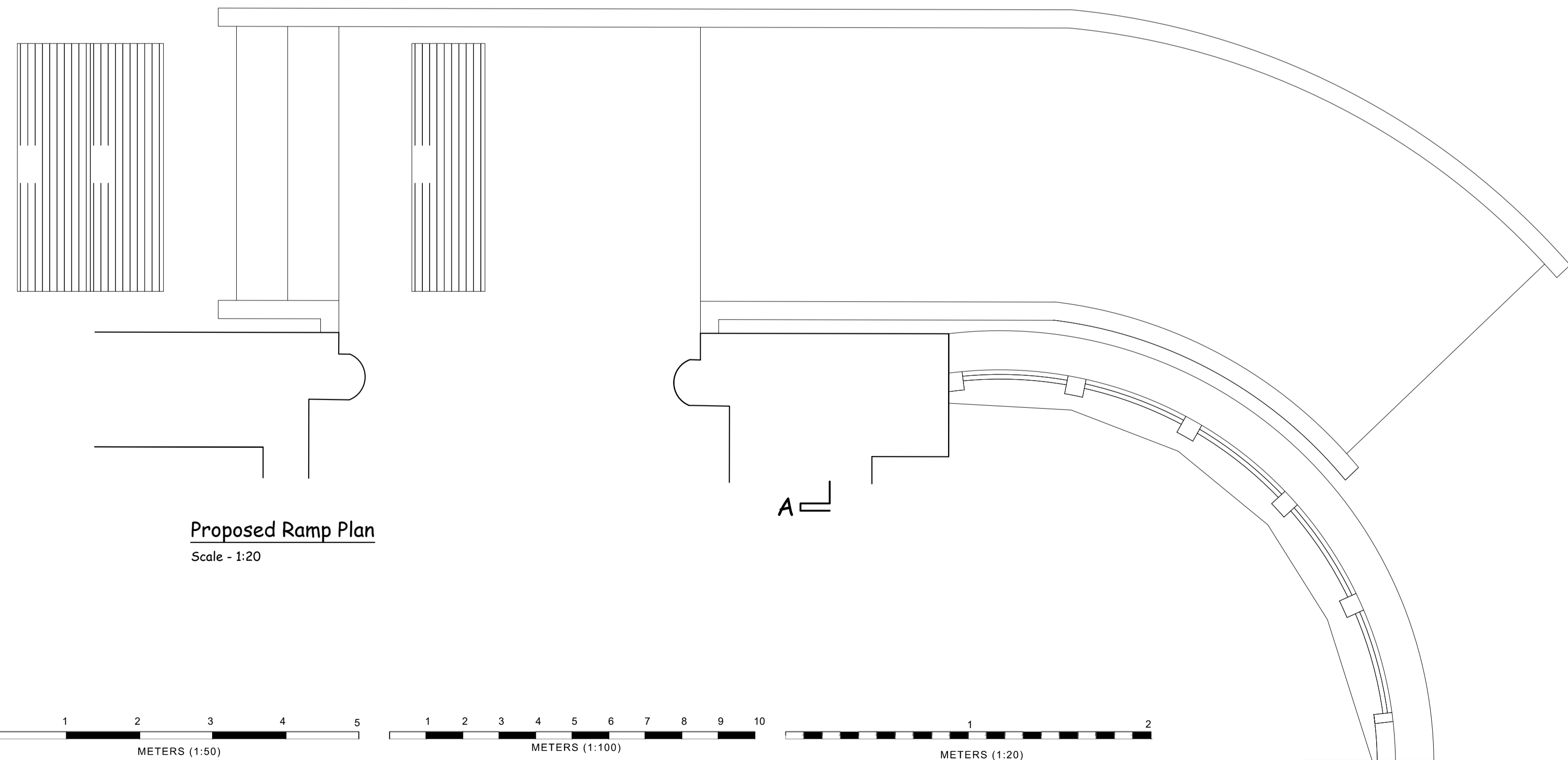
**Proposed Ramp East Elevation**  
Scale - 1:20



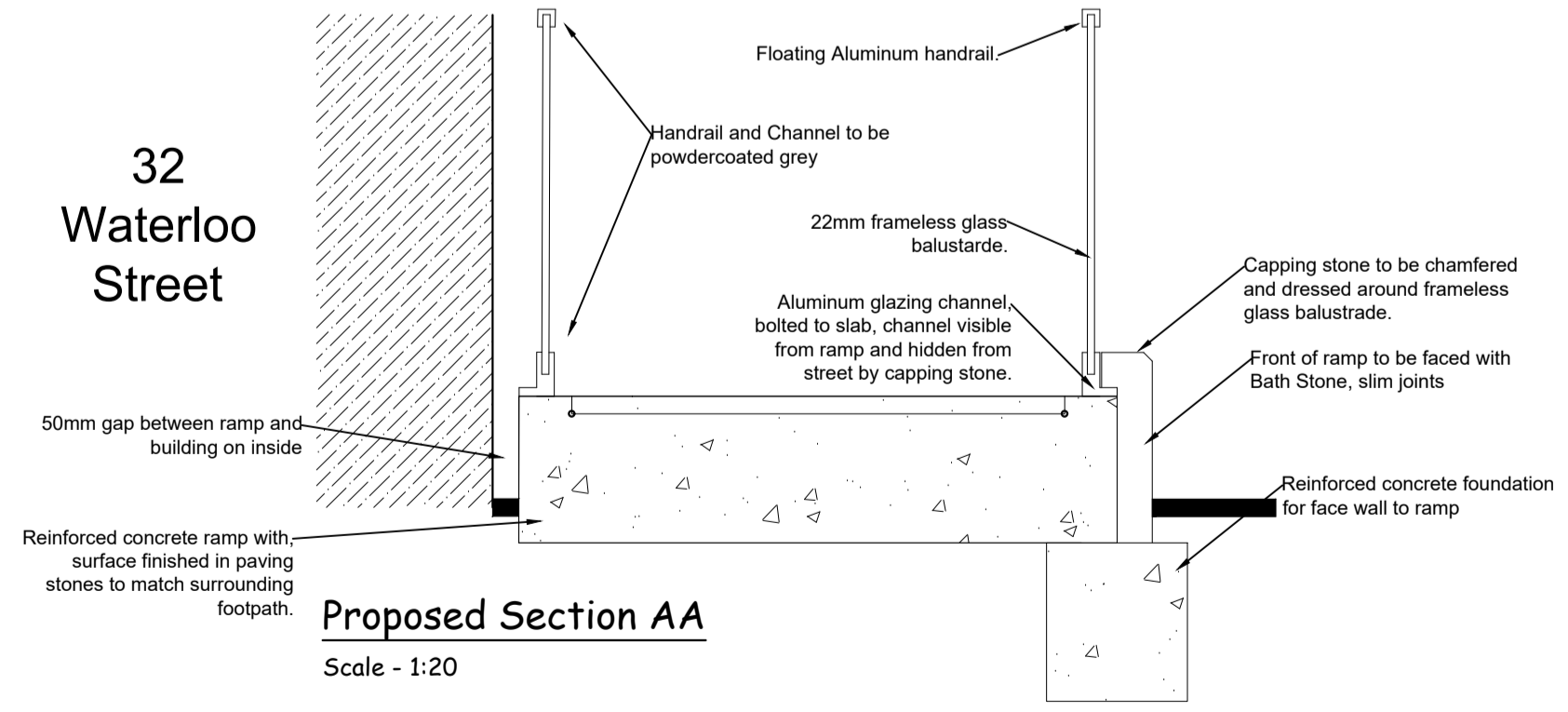
**Proposed Ramp West Elevation**  
Scale - 1:20



**Proposed Ramp North Elevation**  
Scale - 1:20



**Proposed Ramp Plan**  
Scale - 1:20



**Proposed Section AA**  
Scale - 1:20

© Copyright - The contents of this drawing may not be reproduced or distributed in part or in whole without the written permission of SJ Surveyors Ltd.

Date:	Revision:	Number:



**SJ Surveyors Ltd**  
12 Woodstock Road  
Milton  
Weston-Super-Mare  
Somerset  
BS22 8AH  
Tel: 01934 628698  
Email: mail@sjsurveyors.com

Client: Weston-super-Mare Town Council

Drawing Title: Partial Elevations, Plans & Details

Project:  
Entrance Ramp  
32 Waterloo Street  
Weston-super-Mare  
BS23 1LW

Scale: As Shown	Paper Size: A1	Date: Sep 22
--------------------	-------------------	-----------------

Drawing No: 22/118-107	Revision:
---------------------------	-----------

