



# **WESTON-SUPER-MARE TOWN COUNCIL** **MINUTES OF THE** **ANNUAL MEETING AND MAYOR MAKING CEREMONY** **HELD AT THE TOWN HALL ON** **THURSDAY 15<sup>TH</sup> MAY 2025**

**Meeting Commenced:** 5.00 pm

**Meeting Concluded:** 5.49 pm

**PRESENT:** Councillors John Crockford-Hawley (Town Mayor), Ray Armstrong, Joe Bambridge, Roger Bailey, Mike Bell, Gill Bute, Mark Canniford, Annabelle Chard, James Clayton, Jemma Coles, Peter Crew, Ciaran Cronnelly, Catherine Gibbons, Hugh Malyan, Robert Payne, Justyna Pecak-Michalowicz, Marcia Pepperall, Caroline Reynolds, Robert Skeen, John Standfield, Timothy Taylor, Richard Tucker, Charlie Williams and Martin Williams.

**IN ATTENDANCE:** Sarah Pearse (CEO/Town Clerk), Fay Powell (Deputy Town Clerk - Operational Services), Samantha Bishop (Democratic Services Manager), Rebecca Saunders (Civic & Committee Officer), Keith Harris (Macebearer), Rev. Peter Ashman (Mayor's Chaplain), (Retiring Mayor's Cadet), Retiring Mayor's Cadet (Army Cadet Force) Cadet Dean Owen, Retiring Chaplain's Cadet (Sea Cadet Corps) Cadet Harrison Fox and Retiring Deputy Mayor's Cadet/incoming Mayors Cadet (Air Training Corps) Cadet Archie Stephen.

The Macebearer requested that all present stand for the Mayor and Mayoress of Weston-super-Mare.

## **Welcome by the Mayor of Weston-super-Mare, Councillor John Crockford-Hawley**

The Town Mayor welcomed the Deputy Lieutenant of Somerset, distinguished guests, ladies and gentlemen and councillors to the Mayor Making Ceremony and Annual Meeting of the Town Council.

In recognition and thanks for his service throughout his terms of office, the Mayor presented his retiring Cadet Dean Owen with the Brigadier Lang Award and certificate.

The Mayor delivered his end of term speech.

The Mayor began by thanking fellow Councillors for nominating him again after 40 years. He reflected on a busy and insightful second year in office, noting increased involvement with volunteer, community, charitable, and youth organisations, and changes in local customs.

	<p>He led the carnival this year, which is now becoming a tradition and shared that he mainly walked or cycled to engagements, which helped him stay fit and connect with people. He humorously mentioned declining an invitation to skateboard but did play football and would stick to bowling the first bowl on the green.</p> <p>He expressed gratitude to the Deputy Lieutenant, Dennis Burn and the Lieutenancy for their support and attendance throughout his year in office.</p> <p>He thanked Julie Smith, the Council's Customer Services Officer, for her welcoming presence, and made presentations to the Civic Officer Rebecca Saunders and Chaplain Reverend Peter Ashman for their unvalued support and guidance. Additional thanks were given to the Macebearer, Town Clerk, council staff, and Councillor Peter Crew in his capacity as Chair of North Somerset Council.</p> <p>The Mayor proudly announced that his Cadet Dean Owen had been accepted to Sandhurst and the incoming Mayors Cadet Archie Stephens for his promotion to Sergeant and congratulated both.</p> <p>He highlighted his appreciation for youth organisations like the Scouts and the YMCA, recognising their contributions with Mayor's Awards, while expressing a desire for more support for them.</p> <p>He closed by wishing the incoming Mayor well and recommended the importance of keeping both an electronic and a paper diary.</p>
1.	<p><b>Election of the Mayor of Weston-super-Mare</b></p> <p>The Mayor invited Councillor Gill Bute and Councillor Peter Crew to second the proposition that Councillor Martin Williams be elected the Mayor of Weston-super-Mare for the year 2025/26.</p> <p>Councillors Gill Bute and Peter Crew respectively proposed and seconded Councillor Martin Williams ascension to the office of Mayor and affirmed that they would, with pleasure, endorse the election of Councillor Martin Williams as Mayor.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>UNANIMOUSLY RESOLVED:</b> That Councillor Martin Williams be elected the Mayor of Weston-super-Mare for the year 2025/26.</p> <p>Councillor Martin Williams assented to his election.</p> <p>At the request of the retiring Mayor the Macebearer announced that there would be a short adjournment of proceedings for robing and requested that all present, rise.</p> <p>Preceded by the Mace and Macebearer, the retiring Mayor (Councillor John Crockford-Hawley), the Mayor (Councillor Martin Williams) and Mayoress Brenda Charles, the Town Clerk (Sarah Pearse) adjourned from the meeting, returning to the Council Chamber when robing had been completed.</p> <p>The new Town Mayor, Councillor Marin Williams, took his seat.</p>

	<p>The Mayor, at the request of the Town Clerk proceeded to read out the Declaration of Acceptance of Office of Mayor of Weston-super-Mare for the year 2025/26, signing the document and returning thanks for his election to office.</p> <p>The Mayor returned thanks for his election to office.</p> <p>The Mayor invited Councillors Mike Bell to propose and Charles Williams to second a vote of thanks to the retiring Town Mayor.</p> <p>The Mayor then invited the retiring Mayor of Weston-super-Mare to come forward to accept a jewel to mark the Town Council's appreciation of his services during their term of office 2025/26.</p>
<b>2.</b>	<p><b>To receive Apologies for Absence</b></p> <p>Apologies for absence were received from Councillors John Carson, Simon Harrison-Morse, Lisa Pilgrim, Catherine Gibbons and Helen Thornton.</p>
<b>3.</b>	<p><b>Election of the Deputy Mayor of Weston-super-Mare 2025/26</b></p> <p>The Mayor invited Councillor Hugh Malyan to propose and Councillor Annabelle Chard to second the proposition that Councillor Owen James be elected the Deputy Mayor of Weston-super-Mare for the year 2025/26.</p> <p>Councillors Hugh Malyan and Annabelle Chard respectively proposed and seconded Councillor Owen James's ascension to the office of Deputy Mayor.</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>UNANIMOUSLY RESOLVED:</b> That Councillor Owen James be elected the Deputy Mayor of Weston-super-Mare for the year 2025/26.</p> <p>At the request of the Mayor, the Macebearer announced that there would be a short adjournment of proceedings for robing and requested that all present rise.</p> <p>Preceded by the Macebearer, the Deputy Mayor (Councillor Owen James) and Deputy Mayoress (Mrs Linda Owen) adjourned from the meeting, returning to the Council Chamber when robing had been completed.</p> <p>The Deputy Mayor, at the request of the Town Clerk, proceeded to read out the Declaration of Acceptance of Office as the Deputy Mayor of Weston-super-Mare for the 2025/26, signing the document.</p> <p>The Mayor announced the appointment of his Chaplain, Reverend Peter Ashman and presented him with a stole of office.</p> <p>The Mayor appointed his cadet Mayor's Cadet (Air Training Corps) Cadet Archie Stephen and presented him with a certificate.</p>
<b>4.</b>	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>5.</b>	<p><b>To approve the accuracy of the Minutes of the Town Council Meeting held on</b></p>

	<p><b>the 24<sup>th</sup> March 2024</b></p> <p>The minutes of the meeting had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor John Crockford-Hawley</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the minutes be approved.</p>
6.	<p><b>Election of Leader and Deputy Leader of the Town Council</b></p> <p>The proposition to elect the Leader of the Town Council for 2025/2026 was put to council.</p> <p><b>PROPOSED BY:</b> Councillor Tim Taylor  <b>SECONDED BY:</b> Councillor Annabelle Chard</p> <p><b>RESOLVED:</b> That Councillor Ciaran Cronnelly be appointed Leader of the Town Council for 2025/26.</p> <p>The proposition to elect the Deputy Leader of the Town Council for 2025/2026 was put to council.</p> <p><b>PROPOSED BY:</b> Councillor Ray Armstrong  <b>SECONDED BY:</b> Councillor Jemma Coles</p> <p><b>RESOLVED:</b> That Councillor John Crockford-Hawley be appointed Deputy Leader of the Town Council for 2025/26.</p>
7.	<p><b>Appointment of Town Councilor's to Committees, Sub Committees, Consultative Groups, Start and Finish Groups and External Organisations according to the existing Committee Structure</b></p> <p>The draft Appointment of Town Councillors to Committees, Sub Committees, Consultative Groups and Start, Finish Groups and External Organisations for 2025/2025 had been previously circulated to members.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor John Crockford-Hawley</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That with the above amendments the Appointment of Town Councillors to Committees, Sub Committees, Consultative Groups, Start, Finish Groups and External Organisations for 2025/2025 as circulated be approved.</p>
	<p>There being no further business, the Town Mayor closed the meeting at 5.49 pm</p> <p>Signed: ..... Dated: .....  Town Mayor</p>

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## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 11 <sup>th</sup> March
B.	<b>Meeting Start Time:</b> 18.17pm
C.	<b>Where is the meeting:</b> Weston Town Council Chambers
D.	<p><b>Attendance</b> – Oliver (<b>OM</b>) Natalie (<b>NM</b>) Ian (<b>IR</b>) Zac (<b>ZR</b>) Eleanor (<b>EH</b>) Ben (<b>BW</b>) Natalie (<b>NM</b>) Amie (<b>AM</b>) Harry (<b>HW</b>) Aiden (<b>AH</b>)</p> <p>Alli W (<b>AW</b>) Sam B (<b>SB</b>) Chrystal B (<b>CB</b>) Eva Jarvis (<b>EJ</b>)</p>
E.	<p><b>Welcome</b> – <b>EH</b> welcomed everyone and checked in - All good.</p> <p><b>EH</b> informed everyone that Kelly (<b>KH</b>) has stepped down from their role as Deputy Chair, and sent the following message - “thank you for letting me be part of the youth council. Unfortunately, I have a lot of things going on right now so its time to leave. It’s been great fun”</p>
1.	<b>Apologies for Absence</b> – Inara- ( <b>IP</b> ) Sammy ( <b>SG</b> )
2.	<b>Declarations of Interest</b> – None
3.	<p><b>Notes of Last Meeting</b> –</p> <p>Section numbering not corresponding on the notes. All checked and in line.</p> <p>Approve – <b>OM</b></p> <p>Second- <b>ZR</b></p>
4.	<p><b>Music event</b> –</p> <p><b>AW</b> told the members that she had met with Sally (<b>SH</b>) from the Blakehay and Faye Powell (<b>FP</b>) Deputy Clerk for Weston Town Council, to talk about the running costs for the event. They have offered to waiver the normal cost of the event, however suggested that the tickets sales could be split so that half would go towards the cost of Electric/Staff etc; and the other half would be for the youth council to use for other events. The funds raised from the raffle and lucky programmes could then be donated to the charity of our choice.</p> <p>They also suggested that ticket costs should be around the £8-£10 mark to stay in line with other shows. <b>OM</b> &amp; <b>IR</b> said that seemed a lot and <b>IR</b> said some people may not be able to afford that. <b>AW</b> explained that <b>SH</b> had said they could offer a reduced family ticket, which would encourage sales or a concession price with a promotional code. <b>IR</b> and <b>EH</b> said that would work.</p> <p><b>AW</b> asked what price they would like to confirm, and <b>OM</b> said £8.00 seems ok <b>EH</b> &amp; <b>IR</b> agreed. <b>AW</b> said if the programme was £2.00 that would be £10.00 for both.</p> <p>Approved – <b>EH</b></p> <p>Second – <b>AH</b></p> <p><b>AW</b> also asked if everyone was happy with the Image for the posters that <b>OM</b> had made (<b>OM</b> showed everyone present the image) Everyone agreed it was suitable.</p> <p><b>AW</b> said as soon as the information was confirmed she would send it to SH to generate</p>

	<p>the Posters.</p> <p>All that is needed now is the Name of the event, <b>ZR</b> said what was the working name for the event they have decided on at the last meeting – <b>AW</b> said she would check but members need to confirm by next meeting so it can go onto the poster.</p> <p>Working title is – Next Gen Youth showcase.</p> <p><b>All ideas for the name of event to be shared on whatsapp group.</b></p>
5.	<p><b>Annual Town Council Meeting</b> – <b>EH</b> introduced <b>SB</b> to speak. <b>SB</b> explained that every year the Town Council have an annual meeting held at the Blakehay telling everyone what the Town Council have been doing – The Mayor chairs the meeting and they invite 3-4 speakers to talk about what they do. We would like to ask the Youth Council to speak as this year's meeting as the focus is Youth Voice.</p> <p><b>SB</b> went on to explain that it was an ideal opportunity to highlight some of the events they have been attending. <b>AW</b> added that some youth council members attended last year's meeting and that it would fall nicely into launching the music event too.</p> <p><b>EL</b> said that if the college were able to bring along some equipment to the next meeting on 1<sup>st</sup> of April, then they could plan what they wanted to add to the presentation and film some of the members talking.</p> <p><b>CB</b> said she will ask their media department if they can loan some cameras for next meeting.</p> <p><b>EL</b> explained that he would need the completed presentation 2 weeks before the meeting to allow time for it to be included.</p> <p><b>IR</b> asked what they would need to include, and <b>SB</b> said they could include how the youth council have grown over the year and the events they have attended and held.</p>
6.	<p>Newsletter – <b>EH</b> introduced <b>CB</b> and the College members to update on the newsletter ideas.</p> <p><b>CB</b> explained that the student that designed it was unable to make the meeting, but she would be able to update in her absence. <b>AW</b> showed the members a printed copy of the idea as <b>CB</b> spoke.</p> <p><b>CB</b> said that as they had chosen an electronic copy, they would need to make a decision as to whether they wanted a turn the page newsletter or a scroll. <b>IR</b> said a scroll idea would be better as sometimes you can miss pages by turning them too quickly. <b>CB</b> agreed and asked if the members felt there was anything missing. <b>IR</b> &amp; <b>OM</b> said they thought it looked good and didn't think anything was missing.</p> <p><b>AW</b> suggested that it would be good to add a bit of text informing young people how they could join.</p> <p><b>EL</b> asked members if they would mind him taking some photos as the meeting went on then they could use it on the newsletter. All members agreed.</p> <p><b>AW</b> offered to send out the newsletter template to all members so they can look over it at their leisure and if they think of anything else they want added, they can send their ideas to the whatsapp group.</p>
7.	<p>Events –</p> <p><b>-Youth Exchange Visit</b></p> <p>Saturday 5th April– Activity afternoon – Weston Youth Centre- 2-5pm,          Tuesday 8th April Welcome Party – Youth Hub Lower Bristol Road 7.30pm-9.30pm          Tuesday 15th April – Farewell Party - Youth Hub Lower Bristol Road 7.30pm-9.30pm</p>

	<p><b>-Reset youth Awards finalist panel–</b> Monday 7th April 6pm at Reset, WSM, 63 Meadow Street, W-S-M, BS23 1QL</p> <p><b>- St Georges Day –</b> Italian Gardens- 2pm</p> <p>Please let <b>AW</b> know if you will be attending the above events by 3<sup>rd</sup> April</p> <p><b>-Young Peoples music event-</b> all members required to attend Saturday 27th September — Blakehay Theatre 10am -4pm (event 2-4.30pm) All members are expected to attend the full day.</p>
8.	<p><b>Any Other Business</b></p> <p><b>Horse Manure – IR</b> said he had noticed that the police horses had been present in the Town and that their manure was just left in the middle of the road when they went to the toilet. He asked if there a legal obligation for horse owners to pick up after them. <b>AW</b> said she had investigated this and unfortunately in most places, horse owners are not legally required to pick up their horse's poop, unlike dog owners, as horse manure is generally considered less of a health hazard and is often left to decompose naturally. <b>IR</b> thanked <b>AW</b> for the update.</p> <p><b>Parliament Tour. AW</b> said she had been approached by the office of MP Dan Aldridge to ask if the youth council would like a tour of Parliament. All members said they would like to go. <b>AW</b> said she will look into dates and Laise with his chief of staff to arrange a date.</p> <p><b>UK Youth parliament – HW</b> Asked about youth parliament. <b>AW</b> said that some previous members had tried to attend but meetings were during school time, so it was tricky to attend.</p> <p><b>Bins - IR</b> mentioned that there are no bins at the bus stop in the town, there should be some. <b>AW</b> said she believed it was N Somerset that was responsible for bins at the moment.</p> <p><b>Crewkerne Youth Council – AW</b> said that she had been approached by Crewkerne Town council to say that their Youth council would like to come and meet Weston Town Youth Council and spend the day learning about what they do and see their town. They had two dates pencilled in for Easter holidays. Would anyone be interested. <b>IR</b> said he would like that but wasn't available during the holidays. Could we do it in the Summer. <b>EH, OM &amp; LAP</b> agreed. <b>AW</b> said she wasn't available either as she was working on another project however a day in the summer would work. Our youth council could take them to the Council chambers for a tour, chat about what they do and maybe meet the mayor. Then a walk down to the beach for some games followed by some fish &amp; chips at the youth hub. Is that something they would like to do. All members thought that would be a great idea.</p> <p><b>AW</b> will contact Crewkerne Clerk and finalise some dates.</p>



	<p><b>Vice Chair Vacancy</b> – IR asked about the vacancy. <b>AW</b> said as <b>KH</b> had stood down as the vice chair, this has left a vacancy. All members who would like to apply for the role will need to send an email to AW expressing their interest to apply and include a couple of paragraphs why they would like the role. <b>AW</b> will then send them to the chair and at the next meeting, each applicant will be required to read out their applications to the other members and when they have heard all the applicants the members will be asked to vote for the person they would like to have the role. All applications will need to be with AW by Thursday 20<sup>th</sup> March.</p> <p><b>Next Meeting Date-</b> <b>AW</b> explained that she was on leave when the next meeting was due and as Easter fell in the middle of April and they needed the time to plan the music event and presentation. She had spoken with <b>SB</b> who had offered to hold the meeting for her. So, the next meeting will be held on 1<sup>st</sup> April at the Council Chambers, Waterloo Street again.</p> <p><b>EH</b> asked if there was any more AOB, then ended the meeting.</p>
9.	<p><b>Meeting Ended – 19.11pm</b></p> <p><b>Date of Next Meeting:</b></p> <p><b>01-03-25</b></p>

## Weston-super-Mare Youth Council Meeting Notes

<b>A.</b>	<b>Date of meeting:</b> 1 <sup>st</sup> April 2025
<b>B.</b>	<b>Meeting Start Time:</b> 18.15pm
<b>C.</b>	<b>Where is the meeting:</b> YMCA
<b>D.</b>	<p><b>Attendance</b>  <b>Members</b> - Oliver (<b>OM</b>) Ian (<b>IR</b>) Zac (<b>ZR</b>) Eleanor (<b>EH</b>) Inara (<b>IP</b>) Lily (<b>LAP</b>) Ben (<b>BW</b>) Amie (<b>AM</b>) Aiden (<b>AH</b>) Shannon (<b>SC</b>)</p> <p>Sam Bishop (<b>SB</b>) (Democratic Services Manager – WSMTC)  Evan Linde (<b>EL</b>) (Communications Officer – WSMTC)  Eva Jarvis (Weston College, Loxton Campus)  Crystal Bliss (Weston College, Loxton Campus)</p>
<b>F.</b>	<p><b>Welcome</b>  The Chair checked in with all members.</p>
<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>Received from Sammy , Natalie (<b>NM</b>) and Mylee (<b>MRD</b>).</p>
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>There were none.</p>
<b>3.</b>	<p><b>To agree the Notes of the last Meeting</b> – 11<sup>th</sup> March 2025  The notes of the meeting had been circulated with the agenda.</p> <p><b>PROPOSED BY</b> - OM  <b>SECONDED BY</b> – IR</p> <p><b>RESOLVED</b> – That the notes of the previous Youth Council Meeting be approved.</p>
<b>4.</b>	<p><b>Welcome to new members</b></p> <p>There were none.</p>
<b>5.</b>	<p>With the agreement of all members, the Chair brought item 9 for discussion.</p> <p><b>Election of Vice Chair</b></p> <p>One nomination had been received, in writing from (NM) and was read aloud by the Chair.</p> <p><b>PROPOSED BY</b> - IR  <b>SECONDED BY</b> – OM</p>

	<p><b>RESOLVED</b> – That the item be deferred to the next meeting agenda, in order for other members to allow other nominations to be received.</p>
6.	<p><b>Music Event – Update</b></p> <p>6.1 To approve the acts advert and name of the event</p> <p>The digital advert was viewed amongst members.</p> <p><b>PROPOSED BY</b> - EH <b>SECONDED BY</b> – IP</p> <p><b>RESOLVED</b> – That the Music Event Acts advert be agreed.</p> <p>6.2 To approve the name of the Music event</p> <p>Members suggested various names which were discussed.</p> <p><b>PROPOSED BY</b> - OM <b>SECONDED BY</b> – IP</p> <p><b>RESOLVED</b> – That the chosen name for the Music Event ‘Next Gen Spotlight’ be agreed.</p>
6.	<p><b>Annual Town Meeting Presentation – Videos</b></p> <p>SB confirmed the details of the Meeting as follows:</p> <p><b>Monday 28<sup>th</sup> April 2025, 6.30pm at the Blakehay Theatre</b></p> <p>The Youth Council had been invited to deliver a Community Presentation focusing on the ‘Youth Voice’. This was a 5min presentation to be delivered by volunteering members (suggested 2/3), looking back on the work and community engagement of the Youth Council over the course of the financial year 2024/2025.</p> <p>It was also noted that any youth council member to include the college, were invited and encouraged to attend.</p> <p>OM shared a PowerPoint presentation he had put together, which required some more voice overs from members to finalise.</p> <p><b>RESOLVED</b> – It was agreed that members would create their voice overs in the working meeting after.</p> <p>The following members advised of their attendance at the meeting and would be emailed e-tickets in advance of the meeting: EH, OM, IP, IR, ZR.</p>
6.	<p><b>Newsletter</b></p> <p>The college reported that content for the newsletter was still needed.</p>

	<b>RESOLVED</b> – That the item be deferred to the next meeting agenda, in order for content to be received.
<b>7.</b>	<p><b>Events</b></p> <p>The Chair reminded all members of the upcoming events and to add them to their diaries:</p> <p><b>Youth Exchange Visit</b></p> <ul style="list-style-type: none"> <li>• Saturday 5th April– Activity afternoon – Weston Youth Centre- 2-5pm,</li> <li>• Tuesday 8th April Welcome Party – Youth Hub Lower Bristol road 7.30pm-9.30pm</li> <li>• Tuesday 15th April – Farewell Party - Youth Hub 2, Lower Bristol Road 7.30pm-9.30pm</li> </ul> <p><b>St Georges day parade</b> – 27<sup>th</sup> April 2025, Italian Gardens 2pm</p> <p>Annual Town Meeting – 28<sup>th</sup> April, 6.30pm, Blakehay Theatre</p> <p><b>Young Peoples Music Event</b>- all members required to attend Saturday 27th September - Blakehay Theatre 10am -4pm (event 2-4pm)</p>
<b>11.</b>	<p><b>Any Other Business</b></p> <p><b>Members Videos</b></p> <p>OM - reminded members about making a short video to add to the social media platforms in order to encourage new members. These could be voice overs, if members preferred and to sent via the group chat for him to edit before posting.</p> <p><b>RESOLVED</b> – That members take the opperunity of the colleges filming equipment and WSMTC Comms support and produce some footage for videos in the working meeting.</p>
<b>12.</b>	<p><b>Meeting ended</b> – 19.01 pm</p> <p><b>Date of Next Meeting</b> – 13th May 2025</p>

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 13 <sup>th</sup> May 2025
B.	<b>Meeting Start Time:</b> 18.05pm
C.	<b>Where is the meeting:</b> YMCA Youth Cafe
D.	<p><b>Members</b> - Oliver (<b>OM</b>) Ian (<b>IR</b>) Eleanor (<b>EH</b>) Inara (<b>IP</b>) Ben (<b>BW</b>) Amie (<b>AM</b>) Aiden (<b>AH</b>) Shannon (<b>SC</b>) Inara (<b>IP</b>) Harry (<b>I</b>) Ivy (<b>II</b>) Natalie (<b>NM</b>) Sammy (<b>SG</b>)</p> <p>Alli W (<b>AW</b>) <b>YMCA Youth Officer</b>  Councillor Charlie Williams (<b>CWC</b>) <b>Weston Town Council</b>  Eva Jarvis (<b>Weston College, Loxton Campus</b>)  Crystal Bliss (<b>Weston College, Loxton Campus</b>)</p>
1.	<b>Welcome and check in</b> – The Chair checked in with all members and welcomed our newest member Ivy along with guest Councillor Williams
2.	<b>Apologies for Absence</b> – Sam B ( <b>SB</b> ) Mylee ( <b>MRD</b> ) Zac ( <b>ZR</b> ) Lily ( <b>LAP</b> )
3.	<b>Declarations of Interest</b> – There were none.
4.	<p><b>Notes of Last Meeting</b> –  6<sup>th</sup> April 2025  The notes of the meeting had been circulated with the agenda.  One small amendment from SG- Initials missing from Sammy in apologies for absence</p> <p><b>PROPOSED BY - AH</b>  <b>SECONDED BY – OM</b></p> <p><b>RESOLVED</b> – That the notes of the previous Youth Council Meeting be approved.</p> <p><b>EJ &amp; SC</b> left the meeting.</p>
5.	<p><b>Music event-</b>  <b>5.1-</b> The progress for the event is coming along, <b>AW</b> asked if the College members would be able to use their resources to make a video inviting young people to audition for the event. <b>CB</b> said they would be able to do that. It was agreed by all that the following needed to be included-</p> <p><b>What the event is</b> - a talent event showcasing young people's talents across N Somerset.  When it is being held September 27<sup>th</sup> 2025  Age – 11-21  Who can audition- any young person living in Weston-super-Mare  The process- Send a video no longer than five minutes long, highlighting the group/person performing.  Closing date – 31-07-25  Who to send it to - <a href="mailto:alli.waller@ymca-dg.org">alli.waller@ymca-dg.org</a></p>

	<p><b>PROPOSED BY - OM</b>  <b>SECONDED BY – IR</b></p> <p><b>RESOLVED –</b> Video to be completed as soon as possible and distributed to the group chat for approval.</p> <p><b>5.2-To nominate a young person’s charity to receive some of the money raised from the events</b>  <b>SG</b> Read out the list of four charities and a little paragraph of how they support young people –  <b>YMCA</b> – local charity – do a great job of support lots of young people in the town – <b>IR</b> said this is potentially a good option.</p> <p><b>Grand appeal</b> – Bristol children’s hospital- <b>OM</b> said they gets lots of publicity and lots of support so maybe not this one- <b>All agreed- to remove out of the running.</b></p> <p><b>In Charlies memory</b> Young, people’s mental health charity based in Burnham – <b>AW</b> said this charity is not local but has supported some young people within the town. Both <b>IR &amp; ZR</b> both said then maybe focus on the charities within the town. – <b>All agreed- to be removed from the process</b></p> <p><b>Off the Record</b> -local N Somerset mental health provision for young people. <b>AW</b> added that they regularly attend their youth sessions actively supporting the young people that attend- <b>IR</b> said that is great, <b>EH</b> agreed saying they are a good option.</p> <p>The members present were asked to choose between YMCA &amp; Off the Record- All in favour of Off The Record becoming the chosen charity.  <b>Resolved</b> – Off the record will receive some of the charity money raised.</p> <p><b>5.3- Ticket prices</b>  <b>AW</b> explained that she had met with Sally from the Blakehay &amp; Fay to discuss the costs of the event. They agreed to waiver the cost of the event in favour of a ticket split of 50/50 with a £10.00 ticket price (special password protected discount if needed) to be reconciled after event and 50% to be sent to YMCA.  <b>AW</b> said she explained the young people wanted to charge £8.00 tickets &amp; Programme £2.00. <b>SH</b> strongly advised to keep the pricing at £10.00 in order to cover the costs. All agreed.  <b>Resolved</b> – Ticket prices at £8.00 programmes £2.00.</p> <p><b>Note-</b> after another conversation it has been agreed that tickets would be £10.00 with programme included.</p>
6.	<p><b>Annual town meeting-</b> <b>AW</b> said what an amazing presentation three members of the youth council made at the meeting in the Blakehay. For those that hadn’t seen it- <b>OM</b> showed members the presentation on line.  <b>CW</b> said he had enjoyed the presentation and <b>AW</b> said if we can clean up the sound of the birds in the background it would be an amazing addition to our social media. <b>OM</b></p>

	said he would look to see if this was possible.
6.	<p><b>Newsletter-</b> The chair asked <b>CB</b> about any updates on the Newsletter – <b>CB</b> asked the youth council if they wanted it monthly, or Bi-monthly – all agreed Bi monthly- <b>Resolved</b></p> <p>CB asked members to create articles they could input in, Covering - Where are they now- This could be past members?</p> <p>Meet the members part- everyone needs to write a small piece about themselves and why they joined- can be a video or just some writing and a photo if they like.</p> <p>Think about anything else you would like to add by next meeting.</p>
7.	<p><b>Events-</b> The chair asked how members thought the events organised for the Youth exchange students went. <b>IR</b> said there went ok. He explained that the youth centre activity day went the best as it was more spacious, and it would be good to have more entertainment for them maybe a group game versus the exchange students. <b>AW</b> said that was a great idea, this year was a little late organising the dates as their visit fell in the easter holidays and as staff were already committed to other project, the team was limited in their delivery. <b>AW</b> went on to explain that she had spoken with Steph, the exchange organiser and we already have the dates for next year so we can plan a much better event.</p> <p>The Chair asked if anyone had anymore dates to add to their calendar- <b>AW</b> said that the Chair &amp; Vice Chair were invited to attend the mayor making celebrations so would update them at the next meeting.</p> <p><b>No other dates to add at present</b></p>
8.	<p><b>Appointment of Vice Chair</b> – deferred from last month. Two nominations have been received from Natalie &amp; Sammy- the chair invited both candidates to read out their presentation in turn.</p> <p>A small break was taken whilst the two candidates left the room and the remaining members made their silent nominations.</p> <p>The chair called the two candidates back in and counted the votes.</p> <p><b>Sammy</b> -2</p> <p><b>Natalie</b>- 8</p> <p><b>Resolved</b> – The new vice chair is Natalie. Congratulations</p>
	<p><b>AOB-</b></p> <p><b>Advertising</b> – asked the members if we should send our presentation to schools. <b>AW</b> said we could link it to the e- newsletter, once it was ready for distribution.</p> <p><b>Social media</b> - <b>OM</b> asked if the Instagram page had been reviewed and ready to use. <b>AW</b> explained that as she was unable to access the password, she would have to open a new account.</p> <p><b>Grants</b> - <b>OM</b> also asked why the Scout youth grant mentioned in the WTC AGM did not come through to the youth council- <b>AW</b> said she would ask Sarah Pearse that question.</p> <p><b>Wellbeing bench-</b> We are just waiting on a reply from the WTC grounds team as to when is the best time to be able to access the bench to paint.</p>

	<p>Budget for youth council- how much – can we use the budget for hoodies. <b>AW</b> said it was about £500. <b>CCW</b> said he would confirm and let us know.</p> <p>Poo bins - IR said Sand bay bin in Kewstoke – not being emptied especially the bins next to bus stops, CCW said there was a system to report that and not sure who is responsible for them- N Somerset or WTC.</p> <p>OM asked if we had a Youth Parliament- candidate. AW explained that we had previous members try and join however the meetings were organised in school time and unless your school was part of the youth parliament, they didn't allow you to attend. <b>CCW</b> said he would look into it.</p> <p>Pot holes - Toll road – students use the road and the road is full of potholes and is dangerous. Do we know if the council is going to mend the road to make it safer for cyclists?  <b>CCW offered to ask committee if this road will be mended.</b></p>
12.	<p><b>Meeting Ended – 19.22</b></p> <p><b>Date of Next Meeting –</b>  10/06/24</p>



## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 10 <sup>th</sup> June 2025
B.	<b>Meeting Start Time:</b> 18.03 pm
C.	<b>Where is the meeting:</b> YMCA Youth Cafe
D.	<p><b>Attendance</b> – Oliver (<b>OM</b>) Natalie (<b>NM</b>) Ian (<b>IR</b>) Zac (<b>ZR</b>) Eleanor (<b>EH</b>) Ivy (<b>II</b>) Harry (<b>HW</b>) Lily (<b>LAP</b>)</p> <p><b>Alli W (AW) YMCA Youth Officer</b> <b>Evan Linde (EL) (Communications Officer – WSMTC)</b></p>
F.	Check In – The Chair welcomed everyone to the meeting and asked how everyone was,
1.	<p><b>Apologies for Absence</b> – Sammy (<b>SG</b>) Mylee (<b>MRD</b>) Ben (<b>BW</b>) Shannon (<b>SC</b>) Aiden (<b>AH</b>) Amie (<b>AM</b>) Inara (<b>IP</b>)</p> <p><b>Eva Jarvis (Weston College, Loxton Campus)</b> <b>Crystal Bliss (Weston College, Loxton Campus)</b> <b>Sam Bishop (SB) (Democratic Services Manager – WSMTC)</b> <b>AW</b> explained that there was low attendance due to the College Art exhibition happening so students are preparing.</p>
2.	<b>Declarations of Interest</b> – None
3.	<p><b>Notes of Last Meeting</b> – 13<sup>th</sup> May The notes of the meeting had been circulated with the agenda. Two small changes in – Item D- <b>HW</b> initials missing – Now inserted. Item 9- AOB <b>OM</b> initials missing- Now inserted.</p> <p><b>PROPOSED BY - OM</b> <b>SECONDED BY – NM</b></p> <p><b>RESOLVED</b> – That the notes of the previous Youth Council Meeting be approved.</p>
4.	<p><b>New Members</b> <b>AW</b> said we have had another new Applicant apply and we are just waiting for them to attend the next meeting. That will bring the members total to 18. We have a lot of members from Worle school, and the college and it would be good to encourage more members from other schools, so keep advertising.</p>
5.	<p><b>Music event-</b> <b>5.1 Applications</b> – No performer applications have come in- How can we promote this to encourage young people to get involved. <b>HR</b> said if we can get the posters out, he can promote it in the college but would need to be quick as college will be shutting for the summer and a lot of students are finishing very soon. <b>OM</b> said he can send it to all schools, and they could contact theatre groups. <b>AW</b> explained that all members need to share the video and posters to all their contacts. We need at least 10 acts for the day to be a success.</p>

	<p><b>Action – OM to redo the poster to accompany the video online and send to all members to promote.</b></p> <p>5.2- The Blakehay needs the information to go onto the tickets – Members helped <b>OM</b> to write a few paragraphs-</p> <p>Ticket prices confirmed at £10.00 to include complimentary programme – Concerns are that the price is too high and people won't buy the tickets</p> <p><b>Action – OM to send the final draft to AW who will send to SH at the Blakehay. Blurb to accompany the applications-</b></p> <p><b>ZR</b> asked if we were still thinking about a lead band. <b>HW</b> asked would they need paying. <b>AW</b> said they probably would. <b>EH</b> mentioned that the Entitled Sons band had visited her school and they were brilliant. Could they see if they were available? <b>OM</b> said the school would be able to share their contact details with her.</p> <p><b>5.3 – Raffle- AW</b> reminded the members that they would need to start contacting businesses for raffle prizes. Would anyone like to put the letter together <b>IR</b> said he would give it a try. <b>AW</b> said one it was finalised we could get it onto headed paper and then the member could then contact local companies.</p> <p><b>Action – IR to write the letter request raffle prizes.</b></p> <p><b>5.4 – Programme – AW</b> asked for the members to start thinking about what they want in the programme, and this will be discussed at the next meeting.</p>
6.	<p><b>Newsletter- Working Meeting</b></p> <p>The chair explained that the newsletter needs to be confirmed so the college can start working on it.</p> <p><b>AW</b> showed the members the template. <b>HR</b> said it looked like there was too much information on it and people may not read it. <b>ZR</b> agreed that it could be condensed down.</p> <p><b>HR</b> suggested it was Bi-monthly so updating the information was achievable. He suggested having certain parts that were on their all the time like how to become a member, Youth council member spotlight, etc.</p> <p>All agreed-</p> <p><b>Actions –</b> Members to submit their stories and photos.  Look to shorten the information included.  Agree on parts to be kept each month.  Confirm Information that needs updating bi-monthly.</p> <p>- <b>II</b> asked if it was possible to produce a language link on the newsletter so everyone has access to learn languages, <b>AW</b> said they could see if that was possible.</p>
7.	<p><b>Events –</b></p> <p>Mayor making ceremony attended by the Chair and Vice Chair on 15<sup>th</sup> of May</p>

	<p><b>Reminder – Music event – 25<sup>th</sup> September – All members expected to attend.</b></p> <p>No other up &amp; Coming dates confirmed.</p>
11.	<p><b>Any Other Business</b></p> <p><b>Wellbeing Bench – IR</b> Asked if there was any update on the wellbeing bench – <b>AW</b> explained she was still waiting for an update.</p> <p><b>Next meeting –</b> Worle School is holding a concert on the next meeting date- 8<sup>th</sup> July, so many of the youth council members will not be able to attend. Given that it is crucial that we hold a full meeting because of the music event planning, <b>AW</b> suggested that we move the meeting to 1<sup>st</sup> July. <b>HW</b> said that would fall nicely with the closing date for the Acts to apply so we could use the meeting to finalise the acts.</p> <p><b>All agreed-</b> to move the meeting.</p> <p><b>Resolved – Next meeting will be held on Tuesday 1 of July</b></p> <p><b>Social Media posts-</b> <b>OM</b> put out a plea for all members not to forget to send a video together with a small write up about themselves and why they joined the youth council. Good to get the new members up. Please send to Group chat as soon as possible.</p> <p><b>Newsletter</b></p> <p><b>OM</b> said would it be possible to promote the youth council in Assemblies in schools, he is already doing one in Worle school so we could video the presentation and send it to other schools to show. <b>II &amp; IR</b> said they would be willing to help. <b>AW</b> agreed this was a great idea, if they need any help planning to let her know.</p> <p><b>Crewkerne Youth council Visit-</b> It is proven difficult to get a date in the diary due to commitments on both sides, however we are still in correspondence and will keep you updated on any dates that are achievable for both side.</p> <p>Updates from Councillor Williams</p> <p>– <b>Regarding the bins that are overflowing.</b> Fay informs me that we have taken over 98 bins from NSC so far. She has a list of these which I can source and share? If members of the public contact the Town Council regarding overflowing NSC bins they are redirected to NSC. If they are WTC bins then this would be dealt with by of grounds department and addressed.</p> <p><b>Youth council budget-</b> I can confirm the Youth Council budget is £500.00 and the Youth Grants budget is £3,000.</p> <p><b>Litter pick –</b> IR asked if they could confirm a date for the next litter pick. AW said did they want a silent disco again. IR agreed that it was so much fun that it should be a silent disco litter pick again. Some dates were discussed, and the 18th of October was agreed</p>

	<p><b>Resolved Next litter pick 18<sup>th</sup> October –</b></p> <p>Monkey Tree Charity – <b>AW</b> informed the youth council of an amazing local charity who provides wheelchairs and other support to young cancer patients and their families in N Somerset. It is the mayor's charity for the year. As a parent herself, Sarah, the charities founder lost her daughter to cancer last year. She told <b>AW, NM&amp; EH</b> at the mayors celebrations about how as a family they had not been able to take their daughter out of the hospital for some fresh air or even a trip to a local café because the hospital didn't have the appropriate wheelchairs. She also found that food and parking was so expensive along with accommodation. <b>AW</b> asked the Youth Council if this was a small charity they would like to help make a difference.</p> <p><b>ZR</b> and <b>II</b> said they had also experienced similar with a family member and was organising a fun run in of Aug so could probably link that. <b>AW</b> asked if they would like Sarah to come along to a meeting to hear her story. All members agreed that this would be a great idea would like to help.</p> <p><b>Resolved – AW to organise for Monkey Tree to attend a Youth Council meeting next term.</b></p>
12.	<p><b>Meeting ended – 18.50pm</b></p> <p><b>Working meeting to organise the Music event and Newsletter – Notes above.</b></p> <p><b>7-7.30pm</b></p> <p><b>Date of Next Meeting –</b> 08/07/24</p>

## Weston-super-Mare Youth Council Meeting Notes

A.	<b>Date of meeting:</b> 01/07
B.	<b>Meeting Start Time:</b> 18.03pm
C.	<b>Where is the meeting:</b> YMCA Youth Cafe
D.	<b>Attendance</b> Oliver ( <b>OM</b> ) Natalie ( <b>NM</b> ) Sammy ( <b>SG</b> ) Ben ( <b>BW</b> ) ZAC ( <b>ZR</b> ) IVY ( <b>II</b> ) Inara ( <b>IP</b> )  Alli W ( <b>AW</b> ) YMCA Youth Officer Evan Linde ( <b>EL</b> ) (Communications Officer – WSMTC) Sam Bishop ( <b>SB</b> ) (Democratic Services Manager – WSMTC)
F.	<b>Welcome</b> – Due to <b>EH</b> not being present at meeting, <b>NM</b> will chair the meeting in her absence. Check in, All Ok
1.	<b>Apologies for Absence</b> – Ian – ( <b>IR</b> )
2.	<b>Declarations of Interest</b> – None
3.	<b>Notes of Last Meeting</b> – The notes of the meeting had been circulated with the agenda. Proposed- <b>OM</b> Second- <b>BW</b>  <b>RESOLVED</b> – That the notes of the previous Youth Council Meeting be approved.
4.	<b>New Members</b> None
5.	<b>Music Event- Jobs to be completed-</b> <b>Confirm Technical equipment-</b> <b>AW</b> said this will be a job for <b>ZR</b> as he has the most experience. <b>ZR</b> said he would be happy to but will need confirmation of the acts. <b>Approve programme</b> – College has offered to help with this however they are now finished for the summer, so can pick up when they are back. What do you want to see in it? <b>SG</b> suggested a Mental health helpline. <b>OM</b> said OTR will need to be in there also as they are our charity. <b>ZR</b> said Performers info. <b>AW</b> said maybe businesses that work with young people. <b>OM</b> also suggested Youth Council info and a link to the newsletter. <b>Raffle-</b> <b>AW</b> had previously asked <b>IR</b> if he had any luck getting prizes. He said business were not very helpful as he was a young person. <b>EL</b> said he had acquired a few from some businesses he had contacts with. <b>Evan to share contacts for Printing.</b> <b>Raffle – Evan to talk to Weston bid to ask for support.</b>
6.	<b>Grants-</b> No grants have been forwarded
7.	<b>Upcoming Events–</b> <b>Reset youth awards-</b> 18 <sup>th</sup> July the youth council has been asked to attend, how many would like to go – <b>NM, OM, IP</b> will be attending along with <b>AW &amp; EL</b>

	<p>Crewkerne Youth Council – The visit from the members of their youth council has been confirmed as Monday 11<sup>th</sup> August, we will be giving them a tour of the council chambers and meeting the mayor for lunch on the seafront. Who will be attending- <b>OM, NM, IP, II,SG &amp; AM</b> will be attending.</p> <p><b>AW</b> to meet all members at the YMCA youth hub at 11am</p>
8,	<p><b>Well-being Bench- SB</b> – Update- Spoke to Fay Powell and it's no problem, to do the bench, they are going to ask the grounds team for some paint, we just need a date to complete this.</p> <p><b>AW</b> will let us know when the paint has been confirmed. She has the stencils ready.</p>
	<p><b>Youth Council Promotion-</b> How can we get the youth councils more visible to young people- Ideas from those attending-</p> <ol style="list-style-type: none"> <li>1, Interview with the Mayor- <b>OM</b> to set up a meeting, maybe invite him to a future youth council meeting</li> <li>2, Promote more opportunities for teens – Ideas to get people off the sofa. Use our social media platforms to highlight these.</li> <li>3, Send our information to youth groups- A spreadsheet made with groups details – <b>AW</b> said, a previous member had already done some work on this.</li> <li>4, Instagram page – Start to use this and link it to the facebook page. <b>AW</b> to share password with <b>OM</b>.</li> <li>5, Videos for social media- <b>OM</b> said members still need to be sending these in- We get more views from the videos (previously posted)</li> <li>6, Newsletter – Introduction to members and why they joined the youth council. Confirm what we want in it at next meeting.</li> <li>7, Jill Dando new centre at Worle school to collaborate with Youth Council.</li> <li>8, Website – Link to page on WTC, Similar stories and events</li> </ol> <p><b>AW</b> informed the youth council that by every member sharing a youth council post with help with viewings, so please everyone sharing every post that <b>OM</b> does, that way the youth council will get seen more.</p>
9,	<p><b>AOB-</b></p> <p><b>Youth Parliament –</b></p> <p><b>AW</b> informed the Youth council that she had been approached by Shelley Smith from N Somerset Council. She asked if there were members of the youth council that would like to attend the Youth Parliament. <b>AW</b> asked if anyone was interested to let her know by next meeting. The first meeting is in October.</p>

12.	<b>Date of Next Meeting –</b> 09/09/25
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# Annual Governance and Accountability Return 2024/25 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.			
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.			
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.			
<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
<b>N.</b> The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

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

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



## REPORT TO WESTON-SUPER-MARE TOWN COUNCIL

22<sup>nd</sup> September 2025

### MAYOR'S ENGAGEMENTS

15<sup>th</sup> May -22<sup>nd</sup> September 2025

Town Mayor

Councillor Martin Williams

### ENGAGEMENTS SUMMARY

Council Representative	Number of Engagements
TOWN MAYOR Cllr Martin Williams	126
DEPUTY MAYOR Cllr Owen James	8
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	1

### TOTALS TO DATE

Council Representative	Number of Engagements
TOWN MAYOR Cllr Martin Williams	126
DEPUTY MAYOR Cllr Owen James	8
TOWN COUNCIL LEADER Cllr Ciaran Cronnelly	1
TOTAL	135

**SIGNIFICANT EVENTS:**15<sup>th</sup> May Mayor Making1<sup>st</sup> June LGBTPLUS Flag Raising8<sup>th</sup> June EID Celebration21<sup>st</sup> June Armed Forces and Emergency Services Day 29<sup>th</sup> Hildesheim Scout Exchange Reception15<sup>th</sup> August VJ Day15<sup>th</sup> September A1 Camera Club exhibition19<sup>th</sup> September RAFA Club Battle**UPCOMING EVENTS**28<sup>th</sup> September RBL Memorial Service16<sup>th</sup> October Worle School Awards Evening18<sup>th</sup> October Past Mayors Reception1<sup>st</sup> November Somerset RBL Festival of Remembrance9<sup>th</sup> November Remembrance Service11<sup>th</sup> November Armistice Service15<sup>th</sup> November Christmas light switch on.





WESTON-SUPER-MARE TOWN COUNCIL

## **Town Council – 22nd September 2025**

### **Review of Standing Orders, Code of Conduct and Financial Regulations**

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

---

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

### **1.1. Background**

- The Council's current Standing Orders were last review in July 2023 and then fully adopted in September 2023
- The Council's current Code of Conduct was adopted in July 2012
- The Council's current Financial Regulations were last reviewed in March 2022

#### **1.1.1. Standing Orders**

Town and Parish councils are recommended within the Local Government Act (LGA)1972 7.24 to adopt Standing Orders to regulate its business and proceedings. Standing orders should be reviewed annually as a requirement of audit and to demonstrate effective governance.

#### **1.1.2. Code of Conduct**

This Code of Conduct is in place and designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government. The Local Government Association (LGA) review the model code of conduct on an annual basis and as such it is prudent for the council to also review its document (bi-annually).

#### **1.1.3. Financial Regulations**

The council has a legal obligation to ensure that it has a robust system for financial control as set out in the:

- LOCAL GOVERNMENT, ENGLAND AND WALES, The Accounts and Audit Regulations 2015

### **1.2. Purpose**

This report and subsequent appendices have been produced by officers following a in depth review of the council's current governance documents listed above using the National Association of Local Councils (NALC) approved and most recent documents to ensure all new legislation and obligations are covered within those adopted by Weston super Mare Town Council.





WESTON-SUPER-MARE TOWN COUNCIL

### 1.2.1. Document Overview

For Ease of understanding the following has been applied to the documents in Appendix 10.1, 10.2 & 10.3

- Anything in **BOLD** type is a legal requirement and therefore cannot be removed or altered.
- Anything in black type is the recommended national model (NALC 2024 & LGA May 2021) and was previously included within our current documents
- Anything in red type is included within WSMTC current documents and therefore has been previously approved by resolution
- Anything in blue is within the recommended National standard models but was not included in the current WSMTC documents.

Members will note that the format of the document is representative of the National Models and this is something that they may wish to alter to suit our individual council's needs.

**We would welcome input on the layout of the documents from Members should they wish to do so.**

## 2. Options for Council

**Members Action required:** Consider and make any suggested changes to the 3 documents listed in 2 above.

## 3. Reason for Recommendation

To ensue all governance and regulation policies are up to date with latest recommended national models:

- Standing Orders
- Financial Regulations
- Code of Conduct

## 4. Expected Benefits

- Clear and concise guidance on governance practices undertaken by WSMTC
- Key documents have been reviewed fully and will then form part of a schedule of review going forward
- Accessible and consistent format of key policy documents

## 5. Implications



WESTON-SUPER-MARE TOWN COUNCIL

### 5.1. Legal

The council has a legal obligation to have full regard for and undertakings described in the:

- Local Government Act (LGA)1972
- LOCAL GOVERNMENT, ENGLAND AND WALES, The Accounts and Audit Regulations 2015
- Localism Act 2011 Section 27(4)
- Localism Act 2011 Section 29

### 5.2. Risks

Failure to adopt up to date policies and regulations as required and advised with 5.1 above would not enable the council to be assured it has followed and has carried out all adequate steps in relation to governance which they have to confirm annually in the Governance Statement within the AGAR (Annual Governance and Accountability Return) – this responsibility remains with the council and councillors (not officers).

### 5.3. Financial

Failure to have a robust system of financial control could affect the council's ability to deliver and manage services with the public realm.

### 5.4. Timescales

- Initial draft documents taken to F & GP on 19<sup>th</sup> August 2024 – amendments made to documents following resolution.
- **23<sup>rd</sup> September 2024** – Recommended Standing Orders, Code of Conduct and Financial Regulations from F & GP will go to council for standing approval
- **25<sup>th</sup> November 2024** – Final approval and adoption of Standing Orders, Code of Conduct and Financial Regulations.

### 5.5. Stakeholders

Weston super Mare Town Council

### 5.6. Contractors

N/A

### 5.7. Crime & Disorder

N/A

### 5.8. Biodiversity

N/A



WESTON-SUPER-MARE TOWN COUNCIL

### **5.9. Privacy Impact**

N/A

### **5.10. Equality & Diversity**

N/A

## **6. Appendices**

- Revised Standing Orders (10.1)
- Revised Code of Conduct (10.2)
- Financial Regulations (10.3)

Please note the current documents described in 1.0 above can be located on the website should members wish to view.

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

Approve Revised Standing Orders (7.1), Revised Code of Conduct (7.2), Financial Regulations (7.3) for final adoption at Town Council 23<sup>rd</sup> September 2024 & 25<sup>th</sup> November 2024.

### **Sarah Pearse**

Chief Executive Officer (Town Clerk)

Drafted 16/092024



WESTON-SUPER-MARE TOWN COUNCIL

# Standing Orders

Date	Version	Author	Origin of change in legislation	Changed by
24.11.24	V2	Town Clerk/CEO (SP)	In line with Model Standing Orders 2024 Update (England) and changes made by (F&GP Aug 2024)	Democratic Services Manager (SB)
22.09.25	V3	Town Clerk/CEO (SP)	In line with Model Standing Orders 2025 Update (England)	Democratic Services Manager (SB)

<b>Date policy adopted</b>	September 2025
<b>Approved by</b>	Town Council (22.09.25)
<b>Review cycle</b>	Annually (in line with the Annual Meeting)
<b>Review date</b>	May 2026

This policy applies to Weston-super-Mare Town Council

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## **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, Councillors, 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 sub Committee meetings.
- A Council must have Standing Orders for the procurement of contracts.
- Weston-super-Mare Town Council has made some modifications **in line with ~~to the template as provided by the~~ National Association of Local Councils Model Standing Orders 2025 Update** . 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.
- **For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").**

**Reviewed and updated** September 2025

**Amended** September 2025

**Review Date:** Every year **in line with the Annual Meeting (May)** unless an earlier review is required or requested by Council.



## **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 Councillor may move an amendment to 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 Councillor 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 Councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another Councillor;
- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

**1.16.** During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

**1.17.** A point of order shall be decided by the chair of the meeting and their decision shall be final.

**1.18.** When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a Committee or sub-Committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

**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 their right of reply.

**1.20.** Excluding motions moved under standing order 1.18, the contributions or speeches by a Councillor 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:

- i. A Councillor may, with the consent of their seconder, move amendments to their 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 Councillor 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 Finish Groups	●

<b>3.1.</b>	●	<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>
<b>3.2.</b>	●	<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</b>

		<b>Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.</b>
<b>3.3</b>	●	<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 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].</b>
<b>3.4</b>	● ●	<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>
<b>3.5</b>		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.
<b>3.6</b>		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.
<b>3.7</b>		Subject to standing order 3.6, a Councillor of the public shall not speak for more than (15) minutes.
<b>3.8</b>		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.
<b>3.9</b>		[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 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.

<b>3.10</b>	A person who speaks at a meeting shall direct their comments to the chair of the meeting.
<b>3.11</b>	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.
<b>3.12</b>	<ul style="list-style-type: none"> <li>● <b>Subject to standing order 3.10, 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></li> </ul>
<b>3.13</b>	<ul style="list-style-type: none"> <li>● <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></li> </ul>
<b>3.14</b>	<ul style="list-style-type: none"> <li>● <b>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.</b></li> </ul> <p>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:  “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</p>

		<p>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 Councillor 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	●	<p><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 their absence be done by, to or before the Vice-Chair of the Council (if there is one).</b></p>
3.16	●	<p><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 Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.</b></p>
3.17	● ● ●	<p><b>Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.</b></p>
3.18	● ● ●	<p><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 exercise their casting vote whether or not they gave an original vote.</b></p> <p><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></p>
3.19	●	<p><b>Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against</b></p>

		<b>that question. Such a request shall be made before moving on to the next item of business on the agenda.</b>
<b>3.20</b>		<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 Councillors who are present and the names of Councillors who are absent;</li> <li>• interests that have been declared by Councillors and non-Councillors with voting rights;</li> <li>• the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;</li> <li>• whether a Councillor or non-Councillor 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>
<b>3.21</b>	<ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> </ul>	<p><b>A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.</b></p>
<b>3.22</b>	<ul style="list-style-type: none"> <li>●</li> </ul>	<p><b>No business may be transacted at a meeting unless at least one-third of the whole number of Councillors of the Council are present and in no case shall the quorum of a meeting be less than three.</b></p> <p><i>See standing order 4.4viii for the quorum of a Committee or sub-Committee meeting.</i></p>
<b>3.23</b>	<ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> </ul>	<p><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.</p>
<b>3.24</b>		A meeting shall not exceed a period of (3) hours.

<b>3.25</b>	<p><u>Confidential Business</u></p> <p>325.1 No Councillor of the Council or of any Committee or sub-Committee shall disclose to any person not a Councillor 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 Councillor in breach of the provisions of paragraph 325.1 of this Standing Order shall be removed from any Committee or sub-Committee of the Council by the Council.</p>
<b>3.26</b>	<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>
<b>3.27</b>	<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 Councillors shall be determined by the Committee.**

**4.2. The members of a Committee may include non-Councillors 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-councillors.**

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

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;



- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
- v. 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;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. DELEGATED POWERS**

*Please read in conjunction with the Committee Terms of Reference document where full delegations are explained.*

- 5.1.** Without prejudice to the Town Clerk's general managerial responsibilities and the approved scheme of Committee and Officer Delegations no group of Councillors, individual Councillor or Officer shall have delegated power to take decisions on behalf of the Council except 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 Councillors (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 Committee if the matter involves expenditure not provided for in the annual estimates) and those Councillors 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 Councillors consulted shall consider whether the matter is of sufficient importance 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 Councillors 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 they have resigned or become 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 they resign 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 Councillor of the Council, 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 Councillor of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. 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:**

- i. In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the 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;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a Committee;
- iv. Consideration of the recommendations made by a Committee;
- v. Review of delegation arrangements to Committees, sub-Committees, staff and other local authorities;
- vi. Review of the terms of reference for Committees;
- vii. Appointment of Councillors to existing Committees;
- viii. Appointment of any new Committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see *also standing orders 13, 21 and 22*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

#### **6.11 Presence of Non-Councillors of Committees at Committee Meetings**

- i. A Councillor who has proposed a motion which has been referred to any Committee of which that person is not a Councillor, may explain the motion to the Committee but shall not vote.
- ii. Any Council Councillor 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 Councillor 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 Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**

**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 Councillors of the Committee [or the sub-Committee], any 4 Councillors 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 Councillors 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 8.1 has been disposed of, no similar motion may be moved for a further six months.

## **9. VOTING**

### **9.1 VOTING**

- i. Councillors shall vote by show of hands.
- ii. If a Councillor so requires, the Town Clerk shall record the names of the Councillors 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.
- iii. Subject to 9.2.i and 9.2.ii 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.
- iv. If the person presiding at the Annual Meeting would have ceased to be a Councillor of the Council but for the statutory provisions which preserve the Councillorship 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.

- v. 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**

- i. Councillors of Committees and sub-Committees shall vote by show of hands. The provisions of Standing Order 9.1 apply to Committees and Sub-Committees.
- ii. Chair of Committees and sub-Committees shall, in the case of an equality of votes, have a second or casting vote.
- iii. Co-opted Councillors 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**

- i. 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**

- i. At the end of any speech a Councillor 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 Councillors 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:
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular Committee or sub-Committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a Committee or sub-Committee and their Councillors;

- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a Councillor or a Councillor of the public;
- xiii. to exclude a Councillor or Councillor of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **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 Councillors, 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 Councillors 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.ii.
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, 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	  	<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>
13.6		Subject to the publication of draft minutes in accordance with standing order 13.5 and standing order 13.1 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.
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#### **14. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3.21.*

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

**14.2** Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

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

**14.4** **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.

**14.5** 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.

**14.6** A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

**14.7** 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].

**14.8A** dispensation may be granted in accordance with standing order 14.5 if having regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

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

**15.1** Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.

**15.2** Where the notification in standing order 14.2 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 Councillor 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:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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

**15.5 Complaints Procedure** The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or Councillor 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:

- i. Provide leadership to the Council but with no executive powers
- ii. Act as a liaison between the Chief Executive in indicating priorities and programmes for inclusion in Council business
- iii. Be responsible for working with other Councillors as appropriate to outline the Council strategy
- iv. 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**

- i. 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 Councillors who are not Councillors of a political party.

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

- i. Group leaders and deputies to attend meetings with the Town Clerk and Senior Staff to aid communication with regard to council business within political groups – recognising that individual councillors or collectively as a 'group' they do not have, and cannot be given executive powers to make

decisions on behalf of the council (aside from otherwise outlined in standing orders)

- ii. Compile the list of proposed Councillors and a substitute Councillor for each standing Committee and sub-Committee at each annual town Council meeting.
- iii. Ensure that each Councillor within that group has the opportunity to fill a seat on a Committee and sub-Committee and start and finish group.
- iv. Invite the group substitute Councillor to attend a Committee or sub-Committee.
- v. meeting when a vacancy is made, either due to a Councillor being absent or a Councillor submitting their resignation to that Committee.

### **16.3 THE ROLE OF THE CHAIR**

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

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

16.4.1 The Proper Officer shall be either (i) the clerk or (ii) other staff Councillor(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

16.4.2 The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a Committee or a sub-Committee,**
  - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
  - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

*See standing order 3.2 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;*

- ii. subject to standing order 10, include on the agenda all motions in the order received unless a Councillor has given written notice at least 2 days before the meeting confirming his/her/their withdrawal of it;
- iii. **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;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the 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;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.*(see also standing order 23).*

#### **16.5 RESPONSIBLE FINANCIAL OFFICER**

- i. The Council shall appoint appropriate staff Councillor(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 Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

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

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

- i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

**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 Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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

**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:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;



- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

**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:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-Committee with delegated responsibility.

**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 Finance and General Purposes 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 Councillor 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 Councillor of staff shall notify the chair of the Personnel Committee OR the Grievance and Appeals sub-Committee or, if 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 Councillor of staff (or a designated Councillor 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 Councillor of staff (or a designated Councillor 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 Councillor 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
- i. 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 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 Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

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

*See also standing orders 16.4 xii, xvii*

**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 Councillors 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 Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

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

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

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

**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 Councillor(s) representing the area of the Council.

## **25 RESTRICTIONS ON COUNCILLOR ACTIVITIES**

**25.1** Unless duly authorised no Councillor 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 COUNCILLORS**

**26.1** Canvassing of Councillors 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 Councillor 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 Councillor 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 Councillor 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 Councillors 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 Councillor 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

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Origin of change in legislation</b>	<b>Changed by</b>
24.11.24	V2	Town Clerk/CEO (SP)	In line with Local Government Association (LGA) Model Councillor Code of Conduct	Democratic Services Manager (SB)
22.09.25	V3	Town Clerk/CEO (SP)	In line with Local Government Association (LGA) Model Councillor Code of Conduct	Democratic Services Manager (SB)

This policy applies to Weston-super-Mare Town Council

<b>Date policy adopted</b>	September 2025
<b>Approved by</b>	Town Council (22.09.25)
<b>Review cycle</b>	Annually (in line with the Annual Meeting)
<b>Review date</b>	May 2026



## 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 subcommittee 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.

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## 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 Registerable Interest or Non-Registerable 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](#).

Subject	Description
<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>
<b>Land and Property</b>	<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>
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

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

\* '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

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Origin of change e.g. change in legislation</b>	<b>Changed by</b>
August 2024	V2	Town Clerk/CEO (SP)		
September 2025	V3	Town Clerk/CEO (SP)	Change in legislation and updated processes	Director of Finance and Resources (RFO)(HM)

<b>Date policy adopted</b>	September 2025
<b>Approved by</b>	Town Council (22.09.25)
<b>Review cycle</b>	Annually (in line with the Annual Meeting)
<b>Review date</b>	May 2026

## **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.

For noting: Anything changes in **RED** are changes in legislation or processes. Anything in **BOLD** is legislative or a mandatory statutory requirement and must be adhered to.

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## 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. Councilors 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. Willful 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 and **The Accounts and Audit Regulations 2015**, 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 **Smaller Authorities Proper Practices Panel (SAPPP)** 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 headings.
- 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) and The **Accounts and Audit (Amendment) Regulations 2024**
- 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);**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**

**However it may delegate to the Finance & General Purposes committee the following:**

- **addressing recommendations from the internal or external auditors**
- **the outcome of a review of the effectiveness of its internal controls**

Noting that recommendations made will be submitted to Full Council from Finance & General Purposes Committee

**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 reasonably 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 compiled

**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 and **The Accounts and Audit Regulations 2015**, or any superseding legislation, and the Accounts and Audit Regulations.

- 3.12 The RFO shall, without undue delay, bring to the attention of all councilors' 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 CEO/Town 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. (MTFP)) 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 Any addition to, or change of use to, any earmarked or capital reserve shall be agreed by the council (or relevant committee). 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.

- 5.12 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
- 5.13 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.
- 5.14 The CEO/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.
- 5.15 The CEO/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.
- 5.16 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 Procurement Act 2023 and the Procurement Regulations 2024** 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 CEO/Town 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 CEO/ Town Clerk or RFO shall seek at least 3 fixed-price quotes;
- 6.5.4. For smaller purchases, The CEO/Town Clerk or RFO shall seek to achieve value for money.
- 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;

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<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.

- 6.7.3. 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 CEO/Town 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 CEO/Town 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 issued for all works, goods and services unless a formal contract is prepared or where an official order would be not appropriate. **Purchase orders are computer generated from the finance package and are matched to the invoice on processing of the invoice.**
- 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 6 and Standing Order 18. (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. 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.
- 8.4. 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.
- 8.5. 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.
- 8.6. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 8.7. The CEO/Town Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
  - 8.7.1. {any payments of up to £5000 excluding VAT, within an agreed budget}.
  - 8.7.2. 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. 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/Town Clerk 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}. 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.
- 8.8. 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 councilor's 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 CEO/Town 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~~ **Finance Administration Manager** shall set up all items due for payment online. A list of payments for approval shall be sent by email to two authorised signatories.
- 9.5. In the prolonged absence of the ~~Service Administrator~~ **Finance Administration Manager**, the RFO shall set up any payments due before the return of the ~~Service Administrator~~ **Finance Administration Manager**.
- 9.6. Two councilor's 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. 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 **or preloaded cards** 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 **used** except for **preapproved** 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. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 13.2. **Councilor's 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 be 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 CEO/Town 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. 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.
- ~~15.8 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/ Town Clerk or the RFO.

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

- 18.1 The CEO/Town 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 CEO/Town 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 CEO/Town Clerk. 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 CEO/Town 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 CEO/Town 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 CEO/Town Clerk or RFO. The CEO/Town 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 CEO/Town 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/Town Clerk or an officer appointed by the CEO/Town Clerk 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 18 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, the RFO shall apply principles detailed in Standing Order 18 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 Procurement Act 2023 and the Procurement Regulations 2024** ~~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 (01/01/2024) (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

# Civility & Respect Pledge

## History of Pledge Changes

Date	Version	Author	Origin of change e.g. change in legislation	Changed by

This pledge applies to Weston-super-Mare Town Council.

Date pledge originally considered	22.11.2022
Approved by	September 2025
Review cycle	Bi -Annually from September 2025
Review date	September 2027

## Weston-super-Mare Town Council

### Civility & Respect Pledge –Statement

#### Background

Weston-super-Mare Town Council originally considered the Civility & Respect Pledge principles on **22<sup>nd</sup> November 2022**. This statement serves as a proactive review and reaffirmation of our ongoing commitment to uphold civility and respect in everything we do.

#### Our Commitment

By formally adopting the Pledge, Weston-super-Mare Town Council confirms that it:

- 1. Treats all councillors, the Town Clerk, staff, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.**  
This aligns with the core intent of the Civility & Respect Pledge—to stand up against poor behaviour and foster positive conduct across the local council sector.
- 2. Has put in place a training programme** for councillors and staff as required.
- 3. Has signed up to the Code of Conduct for councillors.**
- 4. Maintains good governance arrangements**, including staff contracts and a **Dignity at Work policy**.
- 5. Will seek professional help at early stages** should issues related to civility or respect arise.

6. **Commits to calling out bullying and harassment**, whenever it occurs.
7. **Will continue learning from best practices in the sector** and aim to be a **role model or Champion Council**, e.g., through the Local Council Award Scheme.
8. **Supports continued lobbying for legislative improvements**, including sanctions for misconduct by elected members where appropriate.

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## Summary Table

<b>Commitment</b>	<b>Status</b>
Respect for all involved	TBC
Training Policy for all councillors & staff	In place
Code of Conduct adherence	Adopted
Governance + Dignity policy	To be developed
Early professional support	Committed
Anti-bullying / harassment stance	Zero tolerance
Sector leadership aspiration	Champion Council aim
Legislative advocacy	Supported

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The council confirms this commitment in full and will continue to build on our progress to maintain high standards of civility, professionalism, and respect in all council affairs.

## Appendix 1 – Nalc, SLCC & One Voice Wales supporting information

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### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public,



representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	