



To all Members of Pembury Parish Council

Cllrs Barrett, Birch, Brooks, Gautam, Hall, Reilly, Snow, Stratton, Weaver & Webster

You are hereby summoned to attend the Annual Meeting of **Pembury Parish Council** on **Monday 13 May 2024** at **7:15pm** at the Pembury Parish Office Meeting Room, Lower Green Recreation Ground.

H Munro

Helen Munro
Parish Clerk

Date of Issue: 3 May 2024

Members of the Public and Press are welcome to attend

A G E N D A

1. **CHAIR OF THE COUNCIL.**
 - a. To receive nominations and vote on appointment.
 - b. To receive the Declaration of Acceptance of Office for the Chair of the Council.
2. **VICE-CHAIR OF THE COUNCIL.** To receive nominations and vote on appointment.
3. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
4. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

5. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.
6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee. For further information please see [our website](#)

7. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports including updates on the Local Plan with specific reference to housing developments.
8. **DELEGATION ARRANGEMENTS TO COMMITTEES & STAFF.** To approve arrangements and Terms of Reference.
9. **STANDING COMMITTEES AND WORKING GROUPS.** To agree Standing Committees and Working Groups and receive nominations and vote on memberships:
 - a. Finance and Human Resources Committee.
 - b. Open Spaces Committee.
 - c. Planning and Highways Committee.
 - d. Climate & Environmental Action Working Group.
 - e. Community Events Working Group.
 - f. Section 106 Working Group.
 - g. PVN Advisory Group.
10. **COMMITTEE AND WORKING GROUP CHAIR AND VICE-CHAIR.** To vote on appointments.
11. **STANDING ORDERS.** To review and adopt.
12. **FINANCIAL REGULATIONS.** To review and adopt.
13. **EXTERNAL BODIES.** To agree representatives and arrangements for reporting back to Council.
 - a. Pavilion Management Committee.
 - b. Village Hall Management Committee.
 - c. Charles Amherst Almshouses – to note continuance of existing representatives.
14. **ASSET REGISTER.** To review inventory of land and assets held.
15. **INSURANCE.** To confirm arrangements for insurance cover in respect of all risks.
16. **SUBSCRIPTIONS TO OTHER BODIES.** To review subscriptions.
17. **POLICIES.** To approve the following policies:
 - a. Complaints Policy
 - b. Publication Scheme
 - c. Press Policy
18. **MEETING DATES.** To agree meeting dates for 2024/25.

19. **MINUTES.** To receive and approve the minutes of the meetings held on 8 April 2024 for signature.
20. **COMMITTEE MINUTES.** To note draft minutes of Committees for adoption and receive verbal report and update from Committee Chairs:
 - a. Planning & Highways Committee – 22 April 2024
 - b. Annual Parish Meeting – 25 April 2024
 - c. Finance & HR Committee – 29 April 2024
21. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
22. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
23. **ANNUAL PARISH MEETING.** To review the 2024 meeting and options for 2025.
24. **RECOMMENDATIONS FROM COMMITTEES.** To receive recommendations for approval.

Finance & HR Committee

- a. To approve the annual Risk Assessment
 - b. To approve and sign the Statement of Internal Control.
 - c. To approve opening a savings account with Unity Bank.
 - d. To note the renewal of a one-year bond with Nationwide.
25. **MOTION FROM CLLR CHRISTINE SNOW: LOWER GREEN RECREATION GROUND.** To consider adding football goals for informal use and consider funding options.
 26. **FINANCIAL INFORMATION.**
 - a. To receive and approve the Accounts for Payment.
 - b. To receive and approve Budget Monitoring reports at 31 March 2024.
 - c. To receive and approve Bank Reconciliations and Statements as at 31 March 2024.
 - d. To receive, approve and sign the Balance Sheet as at 31 March 2024.
 - e. To receive and approve reserves as at 31 March 2024.
 27. **RISKS.** To consider any new risks affecting the Council and actions required.
 28. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
 29. **FUTURE MEETINGS.** Full Council – Monday 3 June 2024 at 7:15pm at the Parish Office Meeting Room.

30. **COUNCILLOR CO-OPTION.**
 - a. To consider candidate.
 - b. To vote on appointment.
 - c. If agreed, to appoint committee and working group memberships.

31. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

32. **HR MATTERS.** To receive update and agree actions.



Internal Audit Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on ~~05/06/2023~~13/05/2024 and has recorded the decision under Minute Ref: ~~23/068bxxx~~.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference annually.
- 1.3. These Terms of Reference should be taken in conjunction with the test details in the latest edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".
- 1.4. The requirement for an Internal Audit comes under local government legislation, section 151 of the Local Government Act 1972. The Accounts and Audit (Amendment) (England) Regulations 2006 also identify the need for an Internal Audit function.

2. Requirements – General

- 2.1. Appointment of the Internal Auditor shall be at the Annual Parish Council meeting in May each year.
- 2.2. The Responsible Financial Officer (RFO) shall prepare the appropriate Internal Control processes to include Standing Orders, Financial Regulations, Financial Risk Assessments and General Management Risk Assessments.
- 2.3. Draft Internal Control documents shall be approved by Full Council.
- 2.4. All Internal Control processes shall be reviewed annually, and documents updated as appropriate.

3. Requirements – Independent Internal Auditor

- 3.1. The Internal Auditor must be independent of the activities they audit in order to remain impartial and effect professional judgements and recommendations. They shall have no other role within the Council.
- 3.2. The Internal Auditor shall carry out the work required by the Council with a view to satisfactory completion of the Internal Auditor's Report section of the Annual

Governance and Accountability Return as required annually by the External Auditors.

- 3.3. The Internal Auditor shall carry out their work in accordance with proper practices guidance with particular reference to Appendix 8 of the "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".
- 3.4. The Internal Auditors Report shall be in their own name and addressed to the Council. A minimum of one annual report and one interim report in respect of each financial year shall be produced.
- 3.5. Should the Internal Auditor find that no matters have arisen from the audit which necessitates bringing to the attention of the Council, the report shall reflect this.
- 3.6. Each item of the Internal Auditors Report must be fully addressed and minuted by the Finance and HR Committee or Full Council meetings as appropriate.

4. Risks and Fraud

- 4.1. Accountability for the response to the risks identified by the Internal Audit shall be with the Council who either identify and implement the appropriate action or accept the risk.
- 4.2. Internal Audit shall provide advice on the risks of fraud and help raise awareness of fraud issues.
- 4.3. In the case of suspected fraud, the Internal Auditor should report to the RFO, the Chair of the Council and the Chair of the Finance and HR Committee. It may be appropriate for the Internal Auditor to advise or assist with an investigation.

5. Audit Plan for the Financial Year

- 5.1. The Audit plan for ~~2023~~2024-25 is shown in appendix 1.

APPENDIX 1

Pembury Parish Council Audit Plan

Task	Done by:	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Review General Management Risk Assessment	FHR / FC											✓	
Review Financial Risk Assessment	FHR / FC											✓	
Approve Risk Assessments by Full Council	FC		✓										
Annual RoSPA Playground Safety Inspection	Clerk				✓								
Report findings of RoSPA report to Open Spaces Committee	OS						✓						
Review insurance at Renewal	Clerk												✓
Insurance reported to Full Council	FC		✓										
Asset Register updated / reviewed	Clerk		✓										
Asset register approved by Full Council	FC		✓										
Approve Internal Audit Terms of Reference	FHR		✓										
Review Effectiveness of System of Internal Control	FHR										✓		
Approve Effectiveness of system of internal control at Full Council	FHR / FC											✓	✓
Approve Appointment of Internal Auditor	FC		✓										
Approve Standing Orders	FC		✓										

Task	Done by:	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Approve Financial Regulations	FC		✓										
Review Staff Pay Scales	FHR										✓		
Preparation of annual estimates	FHR								✓	✓			
Approval of Final Budgets & submission of precept	FC									✓	✓		
Approve Annual Governance & Accountability Return	FC			✓									
Visits by Internal Auditor	Clerk		✓						✓				
Monitor budgets	FHR	✓			✓			✓			✓		
Chair of FHR Committee to review bank reconciliations quarterly	Chair of FHR			✓			✓			✓			✓
Other members of the Finance & HR Committee to review bank reconciliations	FHR	✓	✓		✓	✓		✓	✓		✓	✓	
Chair of FHR Committee to reconcile petty cash tin to accounts	Chair of FHR	✓			✓			✓			✓		



Finance and Human Resources (HR) Committee Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on ~~15/05/2023~~13/05/2024 and has recorded the decision under Minute ~~23/009xxxx~~.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1. The Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chair and Vice Chair of the Council shall be ex-officio members of the e Committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.
- 2.3. The quorum of the Finance and HR Committee will be **THREE** Members.
- 2.3.2.4. A substitute member of the Committee may be appointed each year at the Annual Parish Council meeting.

3. Procedures

- 3.1. The Committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice Chair may be re-elected.
- 3.3. The Committee will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Committee.

4. Meeting Dates

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Committee shall meet once every quarter on a Monday at a time agreed in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ.

5. Committee Functions and Delegated Powers

The Committee shall:

- 5.1. Receive quarterly budget monitoring reports and monitor the income and expenditure of the Council and report to Full Council on their findings.
- 5.2. Receive and consider and approve the internal auditors report and take such action as may be necessary to comply with the internal auditor's recommendations. Findings to be reported to Full Council.
- 5.3. Establish and maintain a system of internal audit of all the Council's activities.
- 5.4. Conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures for recommendation to Full Council.
- 5.5. Make recommendations to Full Council for new policies, procedures and protocols for the Council.
- 5.6. Periodically review existing policies, procedures and protocols for the Council.
- 5.7. Make recommendations to Full Council on the Council's banking, Council funds and investments and monitor risks to council funds.
- 5.8. Make recommendations to Full Council for any other matters relating to finance and HR issues.
- 5.9. Advise Council on all matters relating to Parish Council staff including terms and conditions and performance.
- 5.10. Monitor annual staff performance management.
- 5.11. Ensure that disciplinary or grievance matters are progressed in line with Council policy. Members of the Committee shall be appointed to a Hearing Panel or as a Hearing Manager in the event of any disciplinary or grievance issues arising.
- 5.12. Ensure that complaints are progressed in line with Council policy. Members of the Committee shall be appointed to a Complaints Committee in the event of a complaint arising.

5.13. Oversee the running of the Parish Office and Depot.



Open Spaces Committee Terms of Reference

1. Introduction

- 1.1. Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on ~~13~~5/05/202~~4~~3 and has recorded the decision under Minute ~~23/009xx~~.
- 1.2. Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1. The Committee shall consist of up to ~~SEVEN-SIX~~ Councillors who shall be elected each year at the Annual Parish Council Meeting.
- 2.2. The Chair and Vice Chair of the Council shall be ex-officio members of the Committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.

~~2.3.~~—The quorum of the Open Spaces Committee will be **THREE** Members.

~~2.4.~~—

~~2.5.~~2.3.

3. Procedures

- 3.1. The Committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.
- 3.2. The Chair and Vice Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice-Chair can be re-elected.
- 3.3. The Committee will submit all of its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council
- 3.4. The Parish Clerk and/or Deputy Clerk will provide administrative support for the Committee.

4. Meeting Dates

- 4.1. The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2. The Committee shall meet once every quarter on a Monday at 3:00pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ ~~unless otherwise agreed at an agreed time.~~

5. Committee Functions

The Committee shall:

- 5.1. Review the terms and conditions and charges for pitch hire of Lower Green Recreation Ground and Woodside Playing Fields on an annual basis.
- 5.2. Review the terms and conditions and burial fees for Pembury Burial Ground on an annual basis.
- 5.3. Oversee the management and maintenance of Lower Green Recreation Ground and Woodside Playing Fields to ensure it is in line with Council policy and approved budgets.
- 5.4. Make recommendations to Full Council for making improvements to Lower Green Recreation Ground and Woodside Playing Fields and request necessary budgets from Full Council as required.
- 5.5. Purchase and maintain all vehicles, machinery and tools as required to carry out the management and maintenance of all areas under the Committee's control within approved plans and budgets. Request necessary budgets from Full Council as required.
- 5.6. Make recommendations to Full Council for the development of all the recreation facilities in Lower Green Recreation Grounds and Woodside Playing Fields.
- 5.7. Make recommendations for the drawing up/updating and application of bylaws for relevant Council owned land.
- 5.8. Oversee the management and maintenance of the Council's cemeteries and burial grounds to ensure it is in line with Council policy and approved budgets.
- 5.9. Oversee the management and maintenance of the Village Green, War Memorial, Old Coach Road and other Council owned open spaces in the parish in line with Council policy and approved budgets.
- 5.10. Oversee the management and maintenance of the allotment site in line with Council policy and approved budgets.
- 5.11. Oversee the management and maintenance of trees and hedges on all Council owned land in line with Council policy and approved budgets.
- 5.12. Consider future requirements and request necessary budgets each year for recommendation to Full Council.
- 5.13. Oversee approved projects ensuring they are within approved budgets.
- 5.14. Liaise with local sporting clubs and maintain good working relationships.
- 5.15. Oversee the agreed floral displays in the parish within budget working with the Community Gardening group on joint projects as appropriate.
- 5.16. Oversee litter and waste matters.

6. Delegated Powers to the Clerk

- 6.1. Day to day administration and management of the allotments and cemeteries in line with Council policy and approved budgets.
- 6.2. Day to day management of all of the Council owned open spaces (including allotments and cemeteries), trees and hedges in line with Council policy and approved budgets.
- 6.3. Day to day management of the Council's cemeteries in line with Council policy and approved budgets.
- 6.4. Day to day management of the Council's building, equipment and facilities in line with council policy and approved budgets.
- 6.5. Day to day management of all vehicles, machinery and tools within approved budgets.
- 6.6. Day to day management of floral displays and liaison with the Community Gardening group on current joint projects.
- 6.7. Day to day management of litter and waste matters.



Planning and Highways Committee Terms of Reference

1. Introduction

1.1 Pembury Parish Council has agreed to adopt the Terms of Reference at its meeting held on ~~15/05/2023~~13/05/2024 and has recorded the decision under Minute ~~23/009xxx~~.

1.2 Pembury Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

2.1 The Committee shall consist of up to **SIX** Councillors who shall be elected each year at the Annual Parish Council Meeting.

~~2.2~~ 2.2—The Chair and vice Chair of the Council shall be ex-officio members of the committee. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.

2.3 The quorum of the Planning and Highways Committee will be **THREE** Members.

3. Procedures

3.1 The committee will operate within Pembury Parish Council's Standing Orders and Local Government Law.

3.2 The Chair and Vice-Chair for the forthcoming year shall be elected at the Annual Parish Council Meeting. The Chair and Vice Chair may be re-elected.

3.3 The Committee will submit all its minutes of meetings for ratification to the next appropriate meeting of Pembury Parish Council

- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in November/December.
- 3.5 The Parish Clerk and/or Deputy Clerk will provide administrative support for the Committee.

4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.
- 4.2 The Committee shall meet once every month on a Monday at 3:30pm in the Council Office, Lower Green Recreation Ground, Pembury TN2 4DZ unless otherwise agreed.

5. Committee Functions and Delegated Powers

The Committee shall:

- 5.1 Exercise the powers and duties of Pembury Parish Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.
- 5.2 Decide Pembury Parish Council's responses to consultations on planning applications received from Tunbridge Wells Borough Council and from Kent County Council and forward them in writing to the appropriate authority.
- 5.3 Attend site visits as appropriate for planning applications affecting Pembury and in accordance with agreed protocols.
- 5.4 Make recommendations to Pembury Parish Council on statutory and non-statutory planning policy documents.
- 5.5 Select from its membership a person or persons to represent Pembury Parish Council's previously agreed views at site meetings, public enquiries, Public Transport Liaison Group etc.
- 5.6 Consider road schemes relating to new highway proposals or improvements to existing roads.
- 5.7 To consider and put forward recommendations to Pembury Parish Council on the Tunbridge Wells Borough Local Plan.

- 5.8 Monitoring the application of the Neighbourhood Development Plan policies to ensure they have been applied consistently and interpreted correctly in response to planning applications both by this committee and the Tunbridge Wells Borough Council.
- 5.9 Maintaining a watching brief on national planning guidance and any changes to the Tunbridge Wells Local Plan, and considering any impact that changes have on the NDP. Accordingly, as required, making recommendations to Pembury Parish Council for a light-touch or more fundamental review of the NDP.
- 5.10 To consider and formulate a response if appropriate on highway and transportation consultation and information documents from relevant authorities and organisations.
- 5.11 To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
- 5.12 To consider and take action on all other matters that are of a general nature relating to the highway network within Pembury.
- 5.13 To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
- 5.14 To monitor and comment upon public transport affecting Pembury.
- 5.15 To maintain and develop all Parish Council owned street furniture in Pembury such as benches and bus shelters. An annual review to be undertaken.
- 5.16 To maintain Parish Council owned streetlights.
- 5.17 To monitor public footpaths and public rights of way and formulate a response, if appropriate, on public consultation and information documents from relevant authorities and organisations.

~~5.18 When it is not possible for the Committee to meet to decide Pembury Parish Council's responses to consultations on planning applications, the Clerk shall have delegated powers to agree planning responses in consultation with Members of the Planning & Highways Committee and forward them in writing to the appropriate authority. For the avoidance of doubt this will include the summer recess and Christmas periods.~~

6. Delegated Powers to the Clerk

~~6.1 When it is not possible for the Committee to meet to decide Pembury Parish Council's responses to consultations on planning applications, the Clerk shall have delegated powers to agree planning responses in consultation with Members of the Planning & Highways Committee and forward them in writing to the appropriate authority. For the avoidance of doubt this will include the summer recess and Christmas periods.~~

6.2 Day to day management of Parish Council owned street furniture in line with Council policy and approved budgets.

6.3 Day to day management of all Parish Council owned streetlights in line with Council policy and approved budgets.

PEMBURY PARISH COUNCIL

Working for Pembury People



Scheme of Delegation

Adopted 15 May 2023

Version:	Date Approved:	Review Date:
1.0	14/05/2018	31/05/2019
2.0	13/05/2019	31/05/2020
3.0	04/05/2021	31/05/2022
4.0	09/05/2022	31/05/2023
5.0	15/05/2023	31/05/2024

1. The Clerk / Responsible Financial Officer

- 1.1 The Clerk to the Council shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- 1.2 The Clerk to the Council shall be the Proper Officer of the Council and, as such, is specifically authorised to:
 - 1.2.1 Receive declarations of acceptance of office.
 - 1.2.2 Receive and record members interests.
 - 1.2.3 Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting.
 - 1.2.4 Receive and retain plans and documents.
 - 1.2.5 Sign notices or other documents on behalf of the Council.
 - 1.2.6 Receive copies of bye laws made by a primary local authority.
 - 1.2.7 Certify copies of bye laws made by the Council.
 - 1.2.8 Sign summons to attend meetings of the Council.
 - 1.2.9 To institute and appear in any legal proceedings authorised by the Council.
- 1.3 In addition, the Clerk has delegated authority to undertake the following matters on behalf of the Council:
 - 1.3.1 Day to day administration of services together with routine inspection and control to include:
 - 1.3.1.1 Letting of allotments, annual inspections and serving of notices to cultivate on breach of the tenancy conditions. The Clerk is also authorised to determine any rent-free period for new allotments tenants.
 - 1.3.1.2 arranging for interments in the Council's cemeteries, approve monuments, grant or transfer exclusive rights of burial, and maintain up to date records in all Registers.
 - 1.3.1.3 undertaking day to day management and repairs and maintenance of Council land and buildings, facilities, trees and hedges, floral displays and streetlight repairs up to £500 and within budget.
 - 1.3.1.4 implementing Council events in line with previous events plans submitted to the Council and within approved budgets.
 - 1.3.1.5 implementing Committee and Working Group projects once approved by Council and in line with approved action plans and within approved budget.

- 1.3.1.6 determining the day to day management of the PVN and agree which articles and advertisements to be published in line with the Council's Advertising Policy and agreed editorial planning schedules.
- 1.3.1.7 posting relevant information on the Council Website and social media pages in line with approved Council policy.
- 1.3.1.8 approving who can display posters to advertise their events on the Village Green.
- 1.3.2 Day to day supervision and control of staff employed by the Council.
- 1.3.3 Implement pay awards and conditions of service in line with National Joint Council Scheme of Conditions of Service as amended by local agreement.
- 1.3.4 Authorisation to call any extra-ordinary meetings of the Council or any committee as necessary, having consulted with the Chairman of the Council and/or the Chairman of the appropriate committee
- 1.3.5 The Clerk may order goods, works and services as set out in Financial Regulation 4.1 in relation to rechargeable burial costs, stationery, training, machinery servicing and repairs and groundsmen supplies within approved budgets.
- 1.3.6 Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its committees.
- 1.3.7 Authorisation of routine recurring expenditure within the agreed budget according to the Council's Financial Regulation 5.6.
- 1.3.8 Emergency expenditure up to £500 outside of the agreed budget according to the Council's Financial Regulation 4.5.
- 1.3.9 To act as the Council's designated officer for the purposes of the Freedom of information Act 2000.
- 1.3.10 To act as the Council's designated Data Controller.
- 1.3.11 Day to day management of the PVN and its content within the Council's approved policy. Day to day management of the website and its content within the Council's approved policy and agreed planning schedules.
- 1.3.12 Day to day management of the Council's social media profiles within the Council's approved policy. Day to day management of all Council run events in line with the approved strategic plan, budget and known policy of the Council.
- 1.3.13 Day to day management of all Council run competitions in line with the approved strategic plan, budget and known policy of the Council.

- 1.3.14 Day to day management of the Council's Christmas lighting and festive displays in line with the approved strategic plan, budget and known policy of the Council.
- 1.4 Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with direction given by the Council from time to time.
- 1.5 The Openness of Local Government Bodies Regulations 2014 (2014 SI No 2095), which came into force on 6 August 2014, requires a written record be kept of certain decisions made by an officer of a Parish Council acting under delegated powers. The decisions are those:
- 1.5.1 Made under a 'specific express authorisation' or made under a general authorisation where the effect of the decision is to:
- 1.5.1.1 Grant a permission of licence.
- 1.5.1.2 Affect the rights of an individual.
- 1.5.1.3 Award a contract or incur expenditure which, in either case, significantly affects the financial position of the Council.
- 1.6 This policy follows the scope of this provision as detailed in the guidance issued by the Department of Communities and Local Government 'Plain English' guide to the Regulations. The relevant guidance for Parish Councils is as follows:

"Officers take many administrative and operational decisions on how they go about their day-to-day work within the council's rules. These decisions do not need to be recorded."

You will not be able to inspect some recorded decisions if the whole or part of the records contain confidential information or any other information where publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- *Decisions about awarding contracts above specified individual / total values (the values will vary according to the relevant parish or town council).*
- *Decision to renew a lease to an allotment association.*

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- *Routine administrative and organisational decisions such as the purchase of office supplies or repairs.*

- *A decision to sign an allotment tenancy agreement.*
- *Decisions to book rooms or sports grounds.*
- *Decisions to approve works undertaken by a contractor.*

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.'

- 1.7 The Clerk currently has authority to incur expenditure up to £500 under Financial Regulation 4.6. The Parish Council does not consider that such expenditure is likely to significantly affect the financial position of the Parish Council. Expenditure in excess of this limit must be authorised by a committee or Full Council and the decision will be recorded in the minutes.
- 1.8 Accordingly, and having regard to the exemptions set out in the 'Plain English' Guide, Pembury Parish Council does not consider that officers will be taking decisions of such a nature that a written record will be required.
- 1.9 If, exceptionally, a written record is required of an officer's decision, the record will be published on the Parish Council's website and made available for inspection in the Parish Council's office.

2. The Council

- 2.1 The Full Council (thirteen members) can take all decisions, or it may appoint one or more committees or sub-committees for the purpose of discharging its functions. It may also delegate some of its functions to the officers of the Parish Council.
- 2.2 The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee or working group may make recommendations thereon for the Council's consideration:
 - 2.2.1 Setting the precept.
 - 2.2.2 Borrowing money.
 - 2.2.3 Approval of the Council's annual accounts and completion of the annual return.
 - 2.2.4 Making, amending or revoking standing orders, financial regulations or this scheme of delegation.
 - 2.2.5 Making or amending bye laws.
 - 2.2.6 Making of orders under any statutory powers.
 - 2.2.7 Matters of principle or policy.
 - 2.2.8 Nomination and appointment of representative of the Council or any other authority, organisation or body excepting approved conferences or meetings.

- 2.2.9 Any proposed new undertaking.
- 2.2.10 Prosecution or defence in a court of law.
- 2.2.11 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the parish excluding those matters specific to a committee.
- 2.2.12 All other matters which must by law be reserved to the Full Council.

3. Urgent Matters

- 3.1 In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall forthwith consult with the Chairman and Vice Chairman of the Council and/or the Chairman of the relevant Committee or Working Group before acting on behalf of the Council in respect of the particular matter under consideration.
- 3.2 Before the Clerk exercises the delegated powers granted by paragraph 3.1 above, those members consulted shall consider whether the matter is of sufficient importance to justify the summoning of a special meeting of the Council or of the appropriate committee 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.
- 3.3 Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be reported to the next appropriate meeting of the Council.

4. Committees

- 4.1 The following committees shall be standing committees of the Council and shall consist of such members as the Council shall from time to time determine.
- 4.2 The Planning and Highways Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - 4.2.1 Exercise the powers and duties of Pembury Parish Council in respect of the powers conferred to it from time to time under the Town and Country Planning Acts and the Orders and Regulations made under them.
 - 4.2.2 Decide Pembury Parish Council's responses to consultations on planning applications received from Tunbridge Wells Borough Council and from Kent County Council and forward them in writing to the appropriate authority.
 - 4.2.3 Attend site visits as appropriate for planning applications affecting Pembury and in accordance with agreed protocols.
 - 4.2.4 Make recommendations to Pembury Parish Council on statutory and non-statutory planning policy documents.
 - 4.2.5 Select from its membership, a person or persons to represent Pembury Parish Council's previously agreed views at site meetings, public

enquiries, Public Transport Liaison Group etc.

- 4.2.6 Consider road schemes relating to new highway proposals or improvements to existing roads.
 - 4.2.7 To consider and put forward recommendations to Pembury Parish Council on the Tunbridge Wells Borough Local Plan.
 - 4.2.8 Monitoring the application of the Neighbourhood Development Plan policies to ensure they have been applied consistently and interpreted correctly in response to planning applications both by this committee and the Tunbridge Wells Borough Council.
 - 4.2.9 Maintaining a watching brief on national planning guidance and any changes to the Tunbridge Wells Local Plan, and considering any impact that changes have on the NDP. Accordingly, as required, making recommendations to Pembury Parish Council for a light-touch or more fundamental review of the NDP.
 - 4.2.10 To consider and formulate a response if appropriate on highway and transportation consultation and information documents from relevant authorities and organisations.
 - 4.2.11 To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
 - 4.2.12 To consider and take action on all other matters that are of a general nature relating to the highway network within Pembury.
 - 4.2.13 To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
 - 4.2.14 To monitor and comment upon public transport affecting Pembury.
 - 4.2.15 To maintain and develop all Parish Council owned street furniture in Pembury such as benches and bus shelters. An annual review to be undertaken.
 - 4.2.16 To maintain Parish Council owned streetlights.
 - 4.2.17 To monitor public footpaths and public rights of way and formulate a response, if appropriate, on public consultation and information documents from relevant authorities and organisations.
 - 4.2.18 When it is not possible for the Committee to meet to decide Pembury Parish Council's responses to consultations on planning applications, the Clerk shall have delegated powers to agree planning responses in consultation with Members of the Planning & Highways Committee and forward them in writing to the appropriate authority. For the avoidance of doubt this will include the summer recess and Christmas periods.
- 4.3 The Finance and HR Committee shall be delegated to make decisions on behalf of the Council in the following matters:
- 4.3.1 Receive quarterly budget monitoring reports and monitor the income and

- expenditure of the Council and report to Full Council on their findings.
- 4.3.2 Receive and consider and approve the internal auditors report and take such action as may be necessary to comply with the internal auditor's recommendations. Findings to be reported to Full Council.
 - 4.3.3 Establish and maintain a system of internal audit of all the Council's activities.
 - 4.3.4 Conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures.
 - 4.3.5 Make recommendations to Full Council for all new policies, procedures and protocols for the Council.
 - 4.3.6 To periodically review existing policies, procedures and protocols for the Council and highlight minor changes to Members.
 - 4.3.7 Make recommendations to Full Council on the Council's banking, Council funds and investments and monitor risks to Council funds.
 - 4.3.8 Make recommendations to Full Council for any other matters relating to finance and HR issues.
 - 4.3.9 Advise Council on all matters relating to Parish Council staff including terms and conditions and performance.
 - 4.3.10 Monitor annual staff performance management.
 - 4.3.11 Ensure that disciplinary or grievance matters are progressed in line with Council policy. Members of the Committee shall be appointed to a Hearing Panel or as a Hearing Manager in the event of any disciplinary or grievance issues arising.
 - 4.3.12 Ensure that complaints are progressed in line with Council policy. Members of the Committee shall be appointed to a Complaints Committee in the event of a complaint arising.
 - 4.3.13 Oversee the running of the Parish Office and Depot.
- 4.4 The Open Space Committee shall be delegated to make decisions on behalf of the Council in the following matters:
- 4.5 Review the terms and conditions and charges for pitch hire of Lower Green Recreation Ground and Woodside Playing Fields on an annual basis.
 - 4.6 Review the terms and conditions and burial fees for Pembury Burial Ground on an annual basis.
 - 4.7 Oversee the management and maintenance of Lower Green Recreation Ground and Woodside Playing Fields to ensure it is in line with Council policy and approved budgets.
 - 4.8 Make recommendations to Full Council for making improvements to Lower Green Recreation Ground and Woodside Playing Fields and request necessary budgets from Full Council as required.

- 4.9 Purchase and maintain all vehicles, machinery and tools as required to carry out the management and maintenance of all areas under the Committee's control within approved plans and budgets. Request necessary budgets from Full Council as required.
- 4.10 Make recommendations to Full Council for the development of all the recreation facilities in Lower Green Recreation Grounds and Woodside Playing Fields.
- 4.11 Make recommendations for the drawing up/updating and application of bylaws for relevant Council owned land.
- 4.12 Oversee the management and maintenance of the Council's cemeteries and burial grounds to ensure it is in line with Council policy and approved budgets.
- 4.13 Oversee the management and maintenance of the Village Green, War Memorial, Old Coach Road and other Council owned open spaces in the parish in line with Council policy and approved budgets.
- 4.14 Oversee the management and maintenance of the allotment site in line with Council policy and approved budgets.
- 4.15 Oversee the management and maintenance of trees and hedges on all Council owned land in line with Council policy and approved budgets.
- 4.16 Consider future requirements and request necessary budgets each year for recommendation to Full Council.
- 4.17 Oversee approved projects ensuring they are within approved budgets.
- 4.18 Liaise with local sporting clubs and maintain good working relationships.
- 4.19 Oversee the agreed floral displays in the parish within budget working with the Community Gardening group on joint projects as appropriate.
- 4.20 Oversee litter and waste matters.

5. Standing Working Groups

- 5.1 Standing Working Groups shall consist of such members as the Council shall from time to time determine.
- 5.2 The Working Group is an advisory body only with no delegated decision-making powers.

6. Ad Hoc Working Groups

- 6.1 Ad hoc Working Groups may be formed by resolution of the Council or committee at any time. The work of such a working group shall be formed by means of a minute detailing the working group's Terms of Reference.

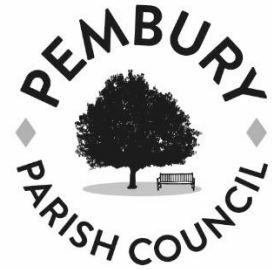
- 6.2 Where ad hoc Working Groups are established, they will be convened by their lead member and maintain their own notes which shall be reported in full to the main Committee or Full Council as appropriate.
- 6.3 Officers will attend by invitation only.
- 6.4 The Working Group is an advisory body only with no delegated decision-making powers.

7. Delegations – Limitations

- 7.1 Committees, Sub-Committees, Working Groups and officers shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations, the Committee's or Working Group's Terms of Reference, this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, policies, statutes, bye-laws or orders made and with any directions given by Council from time to time.

PEMBURY PARISH COUNCIL

Working for Pembury People



Standing Orders

Adopted ~~15/05/2023~~ 13/05/2024

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Standing orders

1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. 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.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. 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.
- l. A Councillor may not move more than one amendment to an original or substantive motion.

- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the 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 he last spoke
 - iii. to make a point of order
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion
 - ii. to proceed to the next business
 - iii. to adjourn the debate
 - iv. to put the motion to a vote
 - v. to ask a person to be no longer heard or to leave the meeting
 - vi. to refer a motion to a committee or sub-committee for consideration
 - vii. to exclude the public and press
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the 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.

- t. Excluding motions moved understanding order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If a person or persons disregard the request of the Chair of the meeting to moderate or improve their conduct, or the Chair will not moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) above 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

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**



c. **The minimum three clear days' public notice 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.**



d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the Chair of the meeting.

g. Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.

h. In accordance with standing order 3(e) above, 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.

i. A person shall raise their hand when requesting to speak.

j. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

k. 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.

l. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**



n. **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.**



o. **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 any).**



p. **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, 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.**



q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**



r. **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.**

See standing orders 5(h) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

s. **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 that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t. The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting
- ii. the names of Councillors present and absent
- iii. interests that have been declared by Councillors and non-Councillors

with voting rights

- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights.
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered
- vi. if there was a public participation session; and
- vii. the resolutions made.



- u. **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.**



- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.



- w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x. A meeting shall not exceed a period of 2 hours.

4. COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

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

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

~~c.~~ **Unless the Council determines otherwise, all the members of an advisory working group may be non-Councillors.**

~~c.~~

d. —

d. The Chair and Vice-Chair of the Parish Council shall be ex-officio members of every Committee and Working Group. For the avoidance of doubt, they can attend, vote and be counted towards the quorum, in the same way as any other Committee member.

- e. The Council may appoint standing committees or other committees and working groups 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 or working group up until the date of the next annual meeting of Full Council
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee or working group whose role is to replace the ordinary members at a meeting of a committee or working group if the ordinary members of the committee or working group confirm to the Proper Officer 2 days before the meeting that they are unable to attend
 - vi. shall, after it has appointed the members of a standing committee or working group, appoint the Chair of the standing committee or working group
 - 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, a sub-committee and working group which 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.

5. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 7:15pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- f. **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the 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 must give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**

- j. Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the 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 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 or working group;
 - iv. Consideration of the recommendations made by a committee or working group
 - v. Review of delegation arrangements to committees, sub-committees, working groups, staff and other local authorities
 - vi. Review of the terms of reference for committees or working groups
 - vii. Appointment of members to existing committees or working groups
 - viii. Appointment of any new committees or working groups in accordance with standing order 4 above
 - 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 business
 - 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 assets including buildings and office equipment
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured 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 procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

- xviii. Review of the Council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c. The Chair of a committee or working group may convene an extraordinary meeting of the committee or working group at any time.
- d. If the Chair of a committee or working group does not or refuses to call an extraordinary meeting within 3 days of having been requested to do so by 5 members of the committee or the working group, any 3 members of the committee and the working group may convene an extraordinary meeting of a committee and a working group.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a working group.
- b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council, each candidate is asked to prepare the answer to the following questions:
 - i. What previous experience and transferrable skills can you bring to the role?
 - ii. How do you plan to commit to the role?
- b. After presenting to the Council, candidates will leave the room while the discussion and voting occurs. If 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.
- c. The Chair of the meeting will inform candidates of the outcome before re-joining the meeting

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until

the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.

- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the 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.
- f. Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting.
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.
 - iv. to refer a motion to a particular committee or sub-committee.
 - v. to appoint a person to preside at a meeting.
 - vi. to change the order of business on the agenda.
 - vii. to proceed to the next business on the agenda.
 - viii. to require a written report.
 - ix. to appoint a committee or sub-committee and their members.
 - x. to extend the time limits for speaking.
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
 - xii. to not hear further from a Councillor or a member of the public.

- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. MANAGEMENT OF INFORMATION

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. If the draft minutes of a preceding meeting have been served on Councillors with

the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u) above.

- a. All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which

he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c. Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a. Upon notification by the District that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c. The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by the Borough 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. PROPER OFFICER

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. at least three clear days before a meeting of the Council, a committee, a sub-committee and a working group:
 - (i) serve on Councillors by delivery or post at their residences or by email authenticated in such a 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
 - (ii) Provide, in a conspicuous place, public notice of the time, place and

agenda (provided the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them.

See standing order 3(b) above for the meaning of clear days for a meeting of a Full Council and standing order 3 (c) above for a meaning of clear days for a meeting of a committee.

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in 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.
- 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 (eg the Limitations Act 1980.)
- xii. arrange for legal deeds to be executed.
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's 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 their absence the Vice-Chair of the Planning and Highways Working Group 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 Council.

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply 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 for each quarter.
 - ii. the Council's aggregate receipts and payments for the year to date.
 - iii. the balances held at the end of the quarter being reported

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

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

- i. each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Full Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

- e. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to the 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 Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

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

- c. **A public contract, regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000, but less than the relevant thresholds in standing order 18(f) is subject to Regulation 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder**

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

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up.
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process.
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed.
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or working group with delegated responsibility.
- e. Neither the Council, nor a committee or a working group with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil**

or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council and/or the Finance & HR Committee is subject to standing order 11 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of Council or, if he is not available, the Vice-Chair of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Finance & HR Committee at its next meeting.
- c. The Chair of the Council or in their absence, the Vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Finance & HR Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair of the Finance & HR Committee or in their absence, the Vice-Chair of the Finance & HR Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance & HR Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of the Finance & HR Committee, this shall be communicated to another member of the Finance & HR Committee, which shall be reported back and progressed by resolution of the Finance & HR Committee.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The Council shall keep all written records relating to employees secure. All paper

records shall be secured, and locked and electronic records shall be password protected and encrypted.

- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chair of the Council.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 22(a) above, any two Councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and/or County Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 7 Councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered their acceptance of office form.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



Financial Regulations

Adopted ~~15~~13 May ~~2023~~2024

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PEMBURY PARISH COUNCIL
FINANCIAL REGULATIONS ENGLAND

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These Financial Regulations were adopted by the Council at its Meeting held on 15 May 2023.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of Full Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Councillors and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts.
 - that provide for the safe and efficient safeguarding of public money.
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an officer may give rise to disciplinary proceedings.
- 1.7. Councillors are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. 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.

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- determines on behalf of the Council its accounting records and accounting control systems.
 - ensures the accounting control systems are observed.
 - maintains the accounting records of the Council up to date in accordance with proper practices.
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible.
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records.
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions.
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement).
 - approving accounting statements.

- approving an annual governance statement.
- borrowing.
- writing off bad debts.
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts.
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference. Full Council shall approve annual recommended salary increases.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations, the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the Clerk/RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a quarterly basis, the Chair of the Finance & HR Committee shall verify bank reconciliations. On a regular basis, at least once in each quarter, and at each financial year end, a Councillor other than the Chair of the Finance and HR Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The Councillor shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & HR Committee.
- 2.3. The Clerk/RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Councillor shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the Clerk/RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council.
 - report to Full Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council.
 - initiate or approve accounting transactions. or
 - direct the activities of any Council officer, except to the extent that such officers have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The Clerk/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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The Clerk/RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors at the next Full Council meeting. Both Internal and External auditors to be instructed to send copies of such correspondence and reports directly to the Chair of the Council and the Chair of the FHR Committee.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to Full Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The Clerk/RFO must each year, by no later than January, prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and Full Council.
- 3.3. Full Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital income and expenditure including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. Full Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The Clerk/RFO shall issue the precept to the billing authority and shall supply each Councillor with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - Full Council for all items over £5,000.

- a duly delegated committee of the Council for items up to £5,000; or
- ~~the Clerk/RFO, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1,000.~~
- the Clerk/RFO up to £1,000500.

Such authority is to be evidenced by a minute or should be in writing or by the keeping of an appropriate electronic record.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of Full Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The Clerk/RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk/RFO may authorise revenue expenditure on behalf of the Council which in the Clerk/RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk/RFO shall report such action to the Chair as soon as possible and to Full Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The Clerk/RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget whichever is greater.
- 4.9. Changes in earmarked reserves shall be approved by Full Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandates, shall be made by the Clerk/RFO and approved by Full Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The Clerk/RFO shall prepare a schedule of payments requiring authorisation, present the schedule to Full Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A list of the payments shall be signed by the Chair of the Meeting and one other councillor present. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the Clerk/RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The Clerk/RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk/RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 5.5. The Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the 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;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
 - c) 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 meeting of Council.
- 5.6. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two Councillors on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Councillors are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of Councillors in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Councillor and an electronic record of the changes kept.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque, faster payment, CHAPs or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council,
- 6.4. Cheques, faster payments or CHAPs drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of Full Council in accordance with a resolution instructing that payment. A Councillor who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. If payment is made by cheque, to indicate agreement of the details shown on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or faster payments shall not normally be presented for signature or approval other than at a Full Council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to Full Council at the next convenient meeting.

If thought appropriate by Full Council, payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates or any other payment as

agreed by Full Council may be made by variable direct debit or standing order as agreed provided that the instructions are signed by two Councillors and any payments are reported to Full Council as made. The approval of the use of a variable direct debit and regular standing order shall be renewed by resolution of Full Council at least every two years.

- 6.7. In the normal course of events, all remaining payments will be made by the Faster Payment system and occasionally by cheque. In the case of Faster payments, such payments must be authorised by two authorised bank signatories and reported to Full Council as made, who before making the payments shall reconcile the payments with copies of the relevant invoice. Evidence of which councillors approved the payment must be retained. The approval of the use of Faster Payments, shall be renewed by resolution of Full Council at least every two years.
- 6.8. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of the Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Councillors immediately and formally to the next available meeting of Full Council. This will not be required for a Councillor's personal computer used only for remote authorisation of bank payments.
- 6.9. No officer or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by Full Council.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The Council, and any Councillors using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a Councillor. The signed authority to be scanned and kept electronically. A programme of regular checks of standing data with suppliers will be followed.
- 6.15. Any Debit Card issued for use will be specifically restricted to the Clerk and Deputy Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.16. A pre-paid debit card may be issued to officers and approved Councillors with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- 6.17. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk, Deputy Clerk or Groundsmen and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.18. The Clerk/RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk/RFO with a claim for reimbursement.
- a) The Clerk/RFO shall maintain a petty cash float for the purpose of defraying operational and other expenses. When the cash balance is less than £25, the petty cash float should be topped up by no more than £100. Vouchers for payments made from petty cash shall be kept to substantiate the payment. The Chair of the Finance & HR Committee shall review the petty cash float, accounting and vouchers on a quarterly basis.
 - b) 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 the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each

payment is reported to the next available Council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in an appropriate confidential software programme. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) by the external auditor, or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Termination payments shall only be authorised by Full Council, on the basis of a clear business case with which they are satisfied.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary formal borrowing approval from the Secretary of State. Any application for borrowing approval shall be approved by Full Council as to terms and purpose and subsequent arrangements for the loan.
- 8.2. Any financial arrangement which does not require formal borrowing approval as above (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Full Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.

- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the Clerk/RFO and the Clerk/RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. Full Council will review all fees and charges at least annually, following a recommendation from the Finance & HR Committee.
- 9.4. Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the Clerk/RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Clerk/RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The Clerk/RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the Clerk/RFO shall take such steps as are agreed by the Council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. A log of orders shall be controlled by the Clerk/RFO.
- 10.3. All Councillors and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall 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* provisions in Regulation 11.1 below.

- 10.4. A Councillor may not issue an official order or make any contract on behalf of the Council.
- 10.5. The Clerk/RFO 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 Clerk/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.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services.
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v. for additional audit work of the external auditor up to an estimated value of £1,0500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chair and Vice Chair of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £2530,000 or more, the Council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £2530,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that 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, provided that the specification does not change, 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.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk/RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by Full Council and confirmed by the Clerk/RFO to the contractor in writing, Full Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The Deputy Clerk shall be responsible for the care and custody of stationery and office equipment stores and the Head Groundsman shall be responsible for care and custody of maintenance and equipment spares.
- 13.2. 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.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk/RFO shall make appropriate arrangements for the custody of all current title deeds and land certificates and in future for official copies of the register following registration of properties held by the Council. The Clerk/RFO shall ensure a record is maintained of all properties held by the Council, recording the 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.
- 14.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed nor covenant or easement disposed of or removed without the authority of Full Council, (together with any other consents required by law). In each case appropriate legal or other advice should be sought by the Council and a report in writing shall be provided to Full Council containing such advice, including valuation and where appropriate, 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).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the Full Council (together with any other consents required by law). In

each case appropriate legal or other advice should be sought by the Council and a report in writing shall be provided to Full Council, containing such advice, in respect of valuation and, where appropriate, 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).

- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of Full Council. In each case a report in writing shall be provided to Full Council with a full business case.
- 14.6. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the Clerk/RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The Clerk/RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The Clerk/RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4. All appropriate Councillors and officers 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 annually by the Council.

16. RISK MANAGEMENT

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in

legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

- 17.2. The Council may, by resolution of the Council 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 drawn up and presented in advance to all members of Council.

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
Depot Contents						
D2	Depot	Kubota L4200 Tractor	1	11/06/2001	16,690.50	Y538 CKM EL-741150-0020 I4200d 59930
D3	Depot	Equipment Trailer	1		1,000.00	Vin No. G26850-5 Serial No. 071209A
D4	Depot	Tractor Mounted Slitter 6'6"	1		1,500.00	26338
D7	Depot	Kubota mower	1	01/04/2015	10,095.00	GN15 CSZ Ser.no:G23 3 60503 Model no:G23-3HD
D10	Depot	Hayter mower ranger 53 pro	1		500.00	396A001212
D11	Depot	Flail mower Trimax	1		2,770.00	9.310.702.00
D14	Depot	Generator	1		525.00	
D15	Depot	Finishing Mower	1		2,000.00	100299
D16	Depot	Tractor roller	1		500.00	
D21	Depot	Swivel Chair	1		350.00	Moved from office
D23	Depot	Supaturf line marker	1	18/11/2017	660.00	
D24	Depot	Mitox MIBC74 4500UK Brushcutter	1	01/12/2017	466.67	
D25	Depot	Replacement blower	1	02/05/2018	215.00	
D27	Depot	Stihl KM94 Combi engine	1	28/11/2018	477.00	
D28	Depot	Brushcutter	1	07/01/2019	450.00	
D29	Depot	Mitsubishi L200 Pick up truck	1	13/03/2019	18,695.15	
D30	Depot	Stihl HT103 pole pruner	1	14/06/2018	495.00	
D31	Depot	Mitox 5300UK Strimmer	1	28/08/2019	483.33	
D32	Depot	Stihl SH86 Blower Vac	1	14/12/2020	225.00	
D33	Depot	Toro HoverPro 500	1	14/12/2020	410.00	
D34	Depot	Turf tyres for Truck	1	26/03/2021	390.00	
D35	Depot	Tyres x2	2	07/10/2021	390.60	
D36	Depot	Line Marker Spray	1	08/03/2022	610.00	
P9	Parish Office / Tr to Depot	Mobile phone	1	11/12/2019	333.33	Deputy Groundsman
D37	Depot	Echo DHC-200 24" battery operated hedgecutter	1	18/07/2023	225.00	
D38	Depot	Echo LBP-560-900 battery harness	1	18/07/2023	691.00	
D39	Depot	Echo Battery (additional)	1	21/03/2024	209.00	

Tree Warden Equipment						
T2	Volunteer Group	Strimmer	1		279.17	
D26	Depot / Tr to Volunteer Group	Replacement hedgcutter & pole	1	14/06/2018	365.00	

Parish Office Contents						
P2	Parish Office	Meeting room tables	7	13/09/2012	1,071.25	
P3	Parish Office	Meeting Room Chairs	19	10/07/2012	1,059.84	
P4	Parish Office	Computers x2	2	07/12/2017	750.00	
P5	Parish Office	Display Boards	1		500.00	
P6	Parish Office	Projector & dedicated laptop	1	20/04/2016	1,599.08	
P7	Parish Office	Chains of Office	1	1980	1.00	Estimate

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
P10	Parish Office	CCTV system	2	12/12/2019	2,298.00	
P11	Parish Office	New laptops x2	1	07/09/2020	1,198.00	
P12	Parish Office	New desks x2	2	07/02/2022	554.30	
P13	Parish Office	PA System (incl 4 cordless speakers)	1	15/09/2022	1,883.67	-
P14	Parish Office	Laptop & monitor	1	31/03/2024	957.06	Clerk

External & Street furniture

E1	External	Notice Boards (office, village hall, allotments)	3		1,507.00	
E2	External	Bus Shelters	7		30,333.33	
E4	External	Recreation Ground Signage	4		1,562.00	
E5	External	Dog waste bins	7		2,100.00	
E6	External	Litter Bins	10		1,000.00	
E7	External	Iron gate	1		811.00	
E8	External	Defibrillator	1		2,000.00	
E9	External	Street lights	36		36,000.00	
E10	External - Village Green	Village Sign - donated by WI	1		1.00	Donated by WI
E11	External - Village Green	Village Sign	1		5,915.71	
E12	External - Bo Peep Corner	Village Sign	1		755.00	
E13	Upper Church Burial Ground	Memorial wall	1	23/01/2017	4,750.00	
E14	Hastings Road	War memorial	1		1.00	
E15	Allotment site	Shed	1	06/11/2017	350.00	
E16	Street Light - Belfield Road	Replacement Streetlight column 1	1	10/01/2018	985.00	
E18	War Memorial- Hasting Road	Replacement plaques on War Memorial	1	08/02/2019	6,930.00	
E19	Depot	New security fence	1	01/02/2019	2,719.74	
E20	Office	New security fence	1	06/02/2020	1,617.91	
E23	External - Lower Green Rec	Light column	1	03/09/2020	2,160.00	
E25	External - by primary school	New notice board (by school)	1	28/01/2021	1,625.00	
E27	External - Woodside Playing Fields	Anti ram bollards	1	21/05/2021	890.00	
E28	External - Pembury Burial Grounds	Notice Board	1	30/03/2021	413.05	
E29	External - Pembury Burial Grounds	Post & Chain fence	1		473.69	
E30	External - Pembury Burial Grounds	Seats for bus stops	6		4,300.00	
E31	External - LG Rec	Replacement bollard LG Rec	1	01/02/2024	507.75	

Benches

	External (previously E3)	Seats			3,750.90	
01-LGR	LG Rec Front of tennis courts	Concrete / wooden bench	1			
02-LGR	LG Rec By adult gym	Metal bench	1			
03-LGR	LG Rec Behind tennis courts	Metal bench	1			
04-LGR	LG Rec Behind Bowls Club hedge	Metal bench	1			
05-LGR	LG Rec Scout hut entrance	Wooden bench	1			
06-LGR	LG Rec Skate Ramp area	Wooden bench	1			
07-LGR	LG Rec Playground	Green metal bench (1)	1			
08-LGR	LG Rec Playground	Green metal bench (2)	1			

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
09-LGR	LG Rec Playground	Small green picnic bench	1			
10-LGR	LG Rec Playground	Large picnic bench	1	05/03/2020	608.50	
01-PBG	PBG Front lawn	Memorial bench - Roy Cackett	1			
02-PBG	PBG 1st Roundell	Memorial Bench - Lionel & Iris Webzell	1			
03-PBG	PBG near notice board	Memorial Bench - Janice Ballard	1			
04-PBG	PBG Section 5 by holly hedge	Memorial Bench Bill, Bessie, James Tester	1			
05-PBG	PBG Section 5	Memorial bench - Geoffrey Baxter	1			
06-PBG	PBG Section 5	Memorial bench - Pam Stephenson	1			
07-PBG	PBG Cremated remains Section (previously E21)	Memorial Bench - David Tolhurst	1	28/05/2020	589.90	
08-PBG	PBG 2nd Roundel (previously E22)	Memorial Bench - Andrew Bray	1	23/07/2020	399.95	
09-PBG	PBG 2nd Roundel	Memorial Bench - Pembury Society	1	04/09/2017	644.00	
10-PBG	PBG Section 5	Memorila Bench - Mark Gannaway	1			
11-PBG	PBG Section 6	Memorial Bench - Samantha Thomas	1	02/05/2017	682.50	
12-PBG	PBG Roundell	Memorial Bench - Peter Glass	1	26/10/2023	775.25	
01-East	Coronation Gardens	Memorial bench	1			
02-East	Woodside Playing Fields	Metal bench	1			
03-East	Bo Peep Corner	Concrete / wooden bench	1			
01-LGC	LG Cemetery entrance road	Concrete / wooden bench	1			
01-OC	Old Church	Memorial bench	1			
02-OC	Old Church	Memorial bench	1			
03-OC	Old Church	Memorial bench - Mark Hudson	1	26/10/2020	554.95	
04-OC	Old Church	Memorial bench	1			
01-VG	Village Green - opposite the Camden Arms	Concrete / wooden bench	1			
02-VG	Village Green - Top of the Green	Memorial Bench - Kevin Lynes	1	27/01/2016	1,814.10	
03-VG	Village Green	Memorial Bench - Stan Moxon	1			
04-VG	Village Green	Memorial Bench - Trevor Burley	1	29/01/2022	574.95	
05-VG	Village Green	Concrete / wooden bench	1			
06-VG	Village Green		1			
07-VG	Village Green	Memorial Bench - Ken Watts	1			

Playground & Sports Equipment

PL1	Lower Green Rec	Equipment			61,818.00	
PL2	Lower Green Rec	Safety surfacing			12,616.00	
PL3	Lower Green Rec	Childrens playground			27,535.00	
PL4	Lower Green Rec	Extension to Children's playground: Pirate Ship, Nattertubes, dish roundabout; wet pour surfacing	1	22/04/2016	27,170.00	
PL5	Lower Green Rec	Adult Gym equipment		11/09/2009	18,587.00	
PL6	Lower Green Rec	Tennis Courts & associated fencing		10/04/2001	32,446.00	
PL7	Lower Green Rec	Extended playground fence		12/03/2020	1,010.00	
PL8	Lower Green Rec	Table Tennis Tables x2		22/02/2022	5,660.00	

Land

Ref	Location	Item	Qty	Date of purchase	Original Price	Serial Number
L1	Church Road	Old Church Burial Ground		1947	1.00	Closed Churchyard
L2	Lower Green Road	Lower Green Burial Ground		08/05/1902 or 08/08/1969	1.00	Lease for 999 years
L3	Hastings Road	Upper Church Burial Ground		07/11/1945	550.00	K920182
L3a	Hastings Road	Upper Church Burial Ground		08/08/1969	1.00	
L4	Lower Green Road	Lower Green Recreation Ground		15/03/1932	400.00	K920008
L5	Jubilee Way	Land at Jubilee Way		23/02/1978	1.00	K467654 / K624410
L6	Jubilee Way	Access to Scout hut		17/04/1961	1.00	K469978
L7	Village Hall	Village Hall and land		01/10/1963	1.00	K206475 - build costs £444052.95
L8	Scout hut	Land adjoining the recreation ground (Scout hut)		06/07/1976	1.00	K473853
L9	Woodside Road	Woodside Playing Fields		19/06/1972	3,870.00	K383726
L10	Woodside Road	Land adjacent to Woodside Playing Fields		19/10/1983	1.00	Licence
L11	Woodside Road	Woodside Playing Fields Access road			1.00	
L12	Hastings Road	Coronation Gardens		11/05/1951	1.00	K920003
L13	Henwood Green Road	Allotments		04/04/1929	1.00	K920063
L14	Lower Green Road	Village Green		01/02/1930	1.00	K261038
L15	Hastings Road	Land and War Memorial		1918	1.00	K712736
L16	Bo Peep Corner	Land at Bo Peep Corner		11/05/1951	1.00	
L17	The Coppice	Land at the Coppice		05/06/2017	1.00	K412774
L18	Old Coach Road	Land at the Old Coach Road		05/06/2017	1.00	K299411

Buildings						
B1	Woodside Road Playing Fields	Arthur Penn Sports Pavilion	1		205,591.00	
B2	Lower Green Rec	Lower Green Sports Pavilion	1		632,846.00	
B4	Upper Church Burial Ground	Storage Shed Upper Burial Ground	1		10,602.00	
B5	Woodside Road	Council Depot, Allotments	1	1991	33,000.00	
B6	Lower Green Rec	Office/meeting room	1	2012	108,211.00	
TOTAL OF ALL ASSETS					1,375,904.13	

New purchases in 2023/24

Items disposed in 2023/24

B3	Lower Green Rec	Storage Shed Lower Green Rec.	1		19,005.00	FC 04/12/2023 Ref: 23/317f.
D9	Depot	Harry Mower	1		500.00	FC 04/03/2024 Ref: 23/480b.

Balance B/Fwd 01/04/2023	1,387,744.07
Add new purchases in 2023/24	7,665.06
Less disposals in 2023/24	- 19,505.00
Balance C/Fwd as at 31/03/2024	1,375,904.13

Local Councils

Policy Schedule

21/03/2024

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Pembury Parish Council
Correspondence Address:	Lower Green Recreation Ground, Lower Green Road Pembury Tunbridge Wells Kent TN2 4DZ
Business:	Local Council
Schedule produced on:	21/03/2024
The county association of local council you are affiliated to:	Not Declared
Population of Council Area:	Up to 10,000

Period of Insurance

Effective dates	From:	05 April 2024
	To:	04 April 2025
Renewal date:		05 April 2025
Long Term Undertaking:		Expiry Date: 03 April 2027

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

Annual Premium (excluding Terrorism):	£3,479.56
Insurance Premium Tax:	£417.55
Total Amount Due (excluding Terrorism):	£3,897.11
<hr/>	
Overall Annual Premium:	£3,479.56
Overall Insurance Premium Tax:	£417.55
Policy Administration Fee:	£45.00
Overall Amount Due:	£3,942.11

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£500,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Covered	£25,000

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£1,369,988	£1,643,985
Contents	£90,000	£108,000
Other Property Insured away from the Premises		
Street Furniture	£175,000	£210,000
Walls, Gates and Fences	£40,000	£48,000
Playground Equipment	£256,833	£308,199
CCTV Equipment	£2,659	£3,190
War Memorials	£75,000	£90,000
Ground Surfaces	£30,000	£36,000
Mowers and Machinery	£27,814	£33,376
Sports Equipment	£30,000	£36,000
Regalia	Not Insured	£0
Terrorism	Not Insured	

Section Excess: £250

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Buildings Insured

Location (1):	Allotments Depot,, Pembury, Tunbridge Wells, Kent, TN2 4BH
Buildings Declared Value:	£59,669
Buildings Sum Insured:	£71,602
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Excluded

Buildings Insured

Location (2):	Football Pavilion, Lower Green Road, Pembury, Tunbridge Wells, Kent, TN2 4DZ
Buildings Declared Value:	£902,187
Buildings Sum Insured:	£1,082,624
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Excluded

Buildings Insured

Location (3):	Lower Green Recreation Ground, Lower Green Road, Pembury, Tunbridge Wells, Kent, TN2 4DZ
Buildings Declared Value:	£143,204
Buildings Sum Insured:	£171,844
Construction Type:	Non-Standard Construction Buildings incl Listed Buildings & Pavilions (excl panelling/Timber/Portacabins)
Subsidence Cover:	Excluded

Buildings Insured

Location (4):	shed in Pembury Burial Ground, Lower Green Recreation Ground, Lower Green Road, Pembury, Tunbridge Wells, Kent, TN2 4DZ
Buildings Declared Value:	£11,934
Buildings Sum Insured:	£14,320
Construction Type:	Timber Buildings & Portacabins
Subsidence Cover:	Excluded

Buildings Insured

Location (5):	Woodside Changing Rooms, Pembury, Tunbridge Wells, Kent, TN2 4BH
Buildings Declared Value:	£252,994
Buildings Sum Insured:	£303,592
Construction Type:	Standard Construction Buildings incl Listed Buildings & Pavilions
Subsidence Cover:	Excluded

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£2,500
In a locked safe at the Insured's premises out of business hours	£2,500
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 3 - Standalone Increased Cost of Working	Not Insured	
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

The Insured: Pembury Parish Council
Policy No: 100723637BDN/LCO03113

clear
councils

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	War		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability <i>(Personal Injury and or Property Damage caused by the Insured's Products)</i>	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
Public and Products Liability Extensions - Sub-Limits			
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250		any one claim or series of claims arising out of any one Occurrence relating to Property Damage
	Nil		all other claims

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Sub-Limits	Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
		Loss of No Claims Discount	£500
		Application of Excess Protection	£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
		Operative Time of Cover	Whilst carrying out official duties
		Scale of Compensation - Ages 16-75	
		1. Death	£100,000
		2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000
		3. Permanent Total Disablement	£100,000
		4. Temporary Total Disablement	£200 per week
		5. Temporary Partial Disablement	£100 per week
		Excess period for items 4 & 5	14 days
		Maximum Benefit Period for items 4 & 5	104 weeks
		In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.	

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year. To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your Clear Councils Policy Wording, in addition to the cover provided under the Clear Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.
However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:
The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.
The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:
The Policy Introduction is amended and restated as follows:
Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy.

The following paragraphs remain unaltered:

- **Important**
- **Breach of Term**
- **Terms not relevant to the actual loss**

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above,
or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[FIREWORKS_23] - Firework Displays & Bonfires

If in relation to any claim for Damage to the Property Insured You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim. You must ensure in connection with firework displays or bonfires organised by You that,

1. You consult the relevant authorities at least seven days before the event
2. You comply with any recommendations or instructions of the
 - a. relevant authorities including the Health and Safety Executive
 - b. fireworks manufacturers
3. You organise the event in accordance with guidance from the Health and Safety Executive
4. fireworks used must be obtained from a company complying with the firework regulations concerning the manufacture and supply of fireworks. All fireworks must be British Standard BS 7114: 1988 and not modified.
5. the display and bonfire must be at least 20 metres away from
 - a. The Premises
 - b. vehicles owned by you
 - c. flammable or other Dangerous Substances as defined in The Dangerous Substances and Explosive Atmospheres Regulations 2002 and all combustible materials

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any replacement legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[PL002_23] - Skateboard Parks

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim. You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified, or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

[PL003_23] - Injury to Participants Exclusion

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities on skateboard ramps, zip wires and/or BMX tracks, unless caused by defects in such structure

[PL004_23] - Playgrounds and Amusement Devices

1. If in relation to any claim You have failed to fulfil any of the following conditions, You will lose Your right to indemnity or payment for that claim.

You must ensure that in connection with playground and amusement devices

- a. all equipment, devices and facilities, including sand pits and paddling pools
 - i. are manufactured and installed to the appropriate standard and maintained in good condition.
 - ii. are inspected, by a competent person, at least weekly and
 - all defects or risks to health or safety immediately rectified, or
 - the structure taken out of use
 - b. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the equipment device or facility and clearly stating any restrictions on its use.
 - c. You will determine where supervision is necessary and ensure that it is provided whenever the play equipment device or facilities are in use.
2. We will not provide indemnity in respect of the operation of mechanically powered passenger carrying amusement devices or inflatable devices.

Long Term Undertaking - Expiry Date 03 April 2027

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

A premium discount has been applied in recognition of confirmation that the Insured has attained an award under the Local Council Awards Scheme.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include Clear Insurance Management Ltd, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcies orders or repossession(s). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the

information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches

- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.



Quotation Schedule

POLICY REFERENCE:	5887316
BINDING AUTHORITY REFERENCE:	B11791268023000
THE POLICYHOLDER:	Pembury Parish Council
PRINCIPAL ADDRESS:	Parish Council Office, Lower Green Road Pembury Tunbridge Wells Kent TN2 4DZ
THE INSURER:	Underwritten by certain underwriters at Lloyd's'
BUSINESS:	Council
BROKER:	Arthur J. Gallagher Insurance Brokers Limited
PERIOD OF INSURANCE:	FROM: 05 April 2024 TO: 04 April 2025 Both days inclusive Local Standard Time at the Policyholder's Principal Address stated above in this Schedule
LIMIT OF LIABILITY:	Limit of Indemnity: £250,000 This is the maximum amount in the aggregate that the policy will pay including Defence Costs , irrespective of the number of Claims, Losses, Business Interruption Losses or Cyber Events giving rise to an indemnity under this policy Sub-Limit of Liability: £25,000 Funds Transfer Fraud and Theft of Funds Held in Escrow
RETENTION:	Retention each and every Cyber Event: £1,000 Save that:- In respect of cover under Clause 1.2 the Waiting Period is 8 hours per Business Interruption Event . The Retention above will apply to each and every Business Interruption Event once the Waiting Period has been satisfied. In respect of cover under Clause 1.3 the Retention is NIL
PREMIUM:	£328.00
INSURANCE PREMIUM TAX:	£39.36
TOTAL:	£367.36
POLICY WORDING:	OSR: Cyber Plus v2022.1
RETROACTIVE DATE:	Unlimited
LAW AND JURISDICTION:	This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales
TERRITORY:	Worldwide
SEAT OF ARBITRATION:	England and Wales

ENDORSEMENTS:

Please refer to the endorsement library contained within the policy wording for the full text of the endorsement were only the title is shown.

001: AMENDED GENERAL DEFINITION 2.2

AMENDED GENERAL DEFINITION 2.2

It is hereby noted and agreed that General Definition 2.2 is deleted and replaced with the following:

Business Interruption Loss means the **Insured's** reasonable expenses necessary to maintain the operation, functionality or services of the **Insured's** business, as direct result of a **Business Interruption Event** but only:

- (i) after the expiration of the **Waiting Period**, and
- (ii) until the date on which the **Insured's** business is restored to the same or equivalent condition, functionality and service that existed prior to the loss, however not exceeding 180 days from the date on which the outage, interruption or degradation commenced, such 180 day period not to be limited by the expiration of **Period of Insurance**;

Business Interruption Loss shall also include costs and expenses incurred to avoid mitigate the effects of a system outage or network interruption or degradation of the network, preserve evidence and/or substantiate the Insured's loss.

FTF: FUNDS TRANSFER FRAUD/THEFT OF THIRD PARTY FUNDS ENDORSEMENT

The above policy (in this endorsement, the **Policy**) is amended as follows. Words in bold have the meanings defined in the above **Policy**, as amended by this endorsement.

SCHEDULE

The following provisions are inserted to the **Policy** Schedule:

FUNDS TRANSFER FRAUD / THEFT OF THIRD PARTY FUNDS COVER

Inception Date of coverage applicable to Funds Transfer Fraud Event cover and Third Party Funds Theft Event cover granted under this endorsement:	05 April 2020
Retention each and every Fund Transfer Fraud and/or Third Party Funds Theft Event :	£500
Maximum aggregate sum the Insurer will pay in respect of any and all Funds Transfer Fraud(s) and / or Third Party Funds Theft Event(s) under the Policy :	£25,000

The aggregate sum set out above shall be part of and not in addition to the **Limit of Liability** set out in the **Policy** Schedule.

1. INSURANCE COVER

NEW COVERS

The following provisions are inserted into the **Policy**:

*In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will pay, or where specified, reimburse the **Insured**, in excess of the applicable **Retention**, up to the maximum aggregate sum above, for:*

- 1.5 any loss of funds or assets of the Insured, which: (i) occurs on or after the above Inception Date; (ii) is notified to the Insurer during the Period of Insurance in compliance with the Policy terms; and (iii) is the sole and direct result of a Funds Transfer Fraud Event.
- 1.6 any Loss arising from any Claim against the Insured by any Third Party which (i) occurs on or after the above Inception Date, (ii) is notified to the Insurer during the Period of Insurance in compliance with the Policy terms; and (iii) is the sole and direct result of a Third Party Funds Theft Event.

2. GENERAL DEFINITIONS

The definition of **Claim** at clause 2.3 is deleted and replaced by the following definition:

Claim means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event, Media Liability Event, Network Security Event**.

Funds Transfer Fraud Event or Third Party Funds Theft Event.

NEW DEFINITIONS

The following definitions are inserted into the **Policy**:

“**Funds Transfer Fraud Event** means the commission by any **Third Party**:

- i. via **Unauthorised Access** leading to any unauthorised electronic transfer of the **Insured's** funds or other financial assets from the **Insured's** computer system or network due to the fraudulent manipulation of electronic documentation which is stored on the **Insured's** computer system;
- ii. of theft of funds or other financial assets from the **Insured's** bank account by electronic means, if the bank is unable to restore the **Insured** to the exact same financial position they were in prior to the **Funds Transfer Fraud Event** taking place
- iii. of theft of money or other financial assets from the **Insured's** corporate credit cards by electronic means; and / or
- iv. of any phishing, vishing or other social engineering attack against the **Insured** that results in the unauthorised transfer of **Insured's** funds or other financial assets to a **Third Party**

Third Party means any legal entity or natural person who is not an **Insured**.

Third Party Funds Theft Event means the theft of money or other financial assets belonging to a **Third Party** for which the **Insured** is legally liable as a result of **Unauthorised Access** into the **Insured's** computer system.

3. EXCLUSIONS

Exclusion 3.13 of the **Policy** is deleted and replaced with the following exclusion:

*The Insurer shall not be liable to make any payment or provide any benefit or service in respect of any **Claim** or **Loss**:*

- arising out of the electronic transfer of any funds, monies or goods belonging to the **Insured**, or for which the **Insured** is legally responsible, except for a **Fund Transfer Fraud Event** or **Third Party Funds Theft Event**.

NEW EXCLUSIONS

The following exclusions are inserted into the **Policy**:

*The Insurer shall not be liable to make any payment or provide any benefit or service in respect of any **Claim** or **Loss**:*

- for any **Loss** or other financial losses in any way directly or indirectly connected with cryptocurrencies are excluded from the cover provided under the "FUNDS TRANSFER FRAUD / THEFT OF THIRD FUNDS PARTY" endorsement in respect of any **Funds Transfer Fraud Event** or **Third Party Funds Theft Event**.
- for any **Loss** or other financial losses caused by any **Funds Transfer Fraud Event** or **Third Party Funds Theft Event** where such event is perpetrated by, or with the knowledge or collusion of, any director, partner or employee of the **Insured**.

All other terms and conditions of the **Policy** remain unchanged

LMA3100: SANCTION LIMITATION AND EXCLUSION CLAUSE

No (re)insurer shall be deemed to provide cover and no (re)insurer shall be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose that (re)insurer to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

LMA3100
15/09/10

LMA5256: INSURANCE ACT 2015 - FRAUDULENT CLAIMS CLAUSE

1) If the Insured makes a fraudulent claim under this insurance contract, the Insurer:

- a) Is not liable to pay the claim; and
- b) May recover from the Insured any sums paid by the Insurer to the Insured in respect of the claim; and
- c) May by notice to the Insured treat the contract as having been terminated with effect from the time of the fraudulent act.

2) If the Insurer exercises its right under clause 1) c) above:

- a) The Insurer shall not be liable to the Insured in respect of a relevant event occurring after the time of the fraudulent act. A relevant event is whatever gives rise to the Insurer's liability under the insurance contract (such as the occurrence of a loss, the making of a claim, or the notification of a potential claim); and
- b) The Insurer need not return any of the premiums paid.

3) If this insurance contract provides cover for any person who is not a party to the contract ("a covered person"), and a fraudulent claim is made under the contract by or on behalf of a covered person, the Insurer may exercise the rights set out in clause 1) above as if there were an individual insurance contract between the Insurer and the covered person. However, the exercise of any of those rights shall not affect the cover provided under the contract for any other person.

Nothing in these clauses is intended to vary the position under the Insurance Act 2015.

LMA5256
16 March 2016

LMA5289: NUCLEAR AND RADIOACTIVE CONTAMINATION EXCLUSION (LIABILITY)

This contract does not cover any actual or alleged loss, liability, damage, defence cost, cost or expense directly or indirectly caused by, arising or resulting from nuclear reaction, nuclear explosion, nuclear radiation or radioactive contamination, however such reaction, explosion, radiation or contamination may have been caused.

LMA5289
14/06/07

LMA5396: COMMUNICABLE DISEASE EXCLUSION

1. Notwithstanding any provision to the contrary within this policy, this policy does not cover all actual or alleged loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, directly or indirectly and regardless of any other cause contributing concurrently or in any sequence, originating from, caused by, arising out of, contributed to by, resulting from, or otherwise in connection with a Communicable Disease or the fear or threat (whether actual or perceived) of a Communicable Disease.

2. For the purposes of this endorsement, loss, liability, damage, compensation, injury, sickness, disease, death, medical payment, defence cost, cost, expense or any other amount, includes, but is not limited to, any cost to clean-up, detoxify, remove, monitor or test for a Communicable Disease.

3. As used herein, a Communicable Disease means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

3.1. the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not, and

3.2. the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms, and

3.3. the disease, substance or agent can cause or threaten bodily injury, illness, emotional distress, damage to human health, human welfare or property damage.

LSW1001: SEVERAL LIABILITY NOTICE INSURANCE

The subscribing Insurers' obligations under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing Insurers are not responsible for the subscription of any co-subscribing Insurer who for any reason does not satisfy all or part of its obligations.

LSW1001
08/94

NMA0464: WAR AND CIVIL WAR EXCLUSION CLAUSE

Notwithstanding anything to the contrary contained herein this Certificate does not cover Loss or Damage directly or indirectly occasioned by, happening through or in consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government or public or local authority.

NMA464
01/01/38

NMA1270: RADIOACTIVE CONTAMINATION EXCLUSION CLAUSE

This Policy does not cover

- a. loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any consequential loss
- b. any legal liability of whatsoever nature

Where there is any conflict between the terms of this endorsement and the terms of the policy, the terms of this endorsement shall apply, subject at all times to the application of any Sanctions clause.

directly or indirectly caused by or contributed to by or arising from ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel.

NMA1270
03/12/1959

TELEPHONE HACKING NEW: TELEPHONE HACKING ENDORSEMENT

The above policy is amended as follows. Words in bold have the meanings defined in the **Policy**.

SCHEDULE

The following provisions are inserted into the **Policy** Schedule:

TELEPHONE HACKING COVER

Inception date applicable to any Telephone Hacking Event :	05 April 2020
Retention each and every Telephone Hacking Event :	£1,000
Maximum aggregate sum the Insurer will pay in respect of any and all Telephone Hacking Events :	£250,000

The aggregate sum set out above shall be part of and not in addition to the **Limit of Liability** set out in the **Policy** Schedule.

1. INSURANCE COVER

NEW COVER

The following provision is inserted into the **Policy**:

*In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will pay, or where specified, reimburse the **Insured**, in excess of the applicable **Retention**, up to the maximum aggregate sum above, for:*

- 1.7 any **Loss** arising from a **Claim** against the **Insured** made by a **Telcom Provider** which (i) occurs on or after the above **Inception Date**, (ii) is notified to the **Insurer** during the **Period of Insurance** in compliance with the **Policy** terms; (iii) and is the sole and direct result of a **Telephone Hacking Event**.

2. GENERAL DEFINITIONS

The definition of **Claim** at clause 2.3 is amended by including the following at the end of the definition:

Claim means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event**, **Media Liability Event**, **Network Security Event**

or **Telephone Hacking Event** (where that written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding is made by a **Telcom Provider**).

NEW DEFINITIONS

The following definitions are inserted into the **Policy**:

Telcom Provider means any telephone or communications service provider with whom the **Insured** has a written contract for the provision of telephony or communication services.

Telephone Hacking Event means any **Unauthorised Access** to the **Insured's** internal digital telephony infrastructure.

All other terms and conditions of the **Policy** remain unchanged.

In consideration of the premium charged, it is hereby understood and agreed that this policy is amended as follows:

Notwithstanding anything to the contrary in this policy, or any appendix or endorsement added to this policy, there shall be no coverage afforded or benefit provided by this policy for any:

- i. entity organized or incorporated pursuant to local law of the **Specified Area**, or headquartered in a **Specified Area**;
- ii. natural person during such time such natural person is located in a **Specified Area**;
- iii. part of a claim, action, suit or proceeding brought or maintained in a **Specified Area**;
- iv. loss of, theft of, damage to, loss of use of, encryption of, interruption to the operations or availability of, or destruction of any part property (tangible or intangible) located in a **Specified Area**, including, but not limited to, any computer system, data, digital assets, money or securities located in a **Specified Area**.

For purposes of this endorsement, "**Specified Area**" means:

- a. The Republic of Belarus; or
- b. The Russian Federation as recognized by the United Nations (or their territories, including territorial waters, or protectorates where they have legal control; legal control shall mean where recognized by the United Nations).

Where there is any conflict between the terms of this endorsement and the terms of the policy, the terms of this endorsement shall apply, subject at all times to the application of any Sanctions clause.

If any provision of this endorsement is or at any time becomes to any extent invalid, illegal or unenforceable under any enactment or rule of law, such provision will, to that extent, be deemed not to form part of this endorsement but the validity, legality and enforceability of the remainder of this endorsement will not be affected.

All other terms, conditions and exclusions remain unchanged.

Signed by and on behalf of Optimum Speciality Risks:



Freddy Knight
Optimum Speciality Risks
150 Minorities,
London,
EC3N 1LS

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums.

Optimum Speciality Risk is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE. Registered in England and Wales No: 616849

Lloyd's is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: One Lime Street, London, EC3M 7HA.

Your Minifleet (including Single Business Vehicle) Policy Schedule

Policy Number: 97MF18199008

New Business: Produced on 21/03/2024
This Schedule forms part of Your policy.

Important (Material Circumstances)

If the information in the **schedule** is incorrect or incomplete, or if the insurance does not meet **your** requirements, please tell **us** as soon as possible.

You are reminded of the need to tell **us** immediately of any circumstances or changes which **we** would take into account in **our** assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate **your** policy, or may result in the policy not operating fully.

Your Policy Details:	Effective Date:	05/04/2024
	Policy Expires	04/04/2025
	Renewal Date	05/04/2025
	Premium Due	£802.78
	Insurance Premium Tax	£96.33
	Total Amount Due	£899.11

Your Details:	Policyholder's Name:	Pembury Parish Council
	The Business:	Local Government Authority
	Policyholder's Address:	Lower Green Recreation Ground Lower Green Road Pembury Tunbridge Wells Kent United Kingdom TN2 4DZ

Your Insurance Adviser's Details:	Agency Number:	50ML411
	Name:	Clear Insurance Management Limited (CIM)
	Address:	AGM House 3 Barton Close, Grove Park Enderby Leicester United Kingdom LE19 1SJ

Many thanks for placing this business with Aviva and we look forward to serving You over the years to come.

In addition to the core covers provided by this product, please remember we are here to assist and provide a range of supplementary support, for example accident management and risk prevention support.

For any further assistance please contact us as required.

**Document
Information**

This is the link to your 'Policy Wording' document
<https://static.aviva.io/content/dam/document-library/broker/BMOMF10962012024.pdf>

This is the link to your 'Important Information' document
<https://static.aviva.io/content/dam/document-library/broker/BCOMF14836012024.pdf>

Your Minifleet (including Single Business Vehicle) Policy Schedule Added Benefits

Fleetline - Your 24 hours a day, 365 days a year, Claims Service
There are no claim forms to fill out, just call 0800 246 876

We understand the importance your vehicle plays in your business and with just one call to Fleetline, our professionally-trained Incident Managers will help you get your vehicle back on the road as fast as possible, with a minimum fuss. You do not have to pay extra for Fleetline, it is all part of the service. We will confirm whether the incident is covered by your policy and advise you of any excess you will have to pay and if the incident is covered, we pay the repairer/supplier (less your excess). You will be assigned a Personal Incident Manager to handle your claim from beginning to end, keeping you regularly updated on its progress.

Benefits of using Aviva's approved repairer network include:

- Repairs are guaranteed for 3 years (or as long as you own the vehicle, if less than 3 years after the repair)
- If you are entitled to a courtesy vehicle our network providers can provide a Class A vehicle replacement for private cars or a Class V1 car derived van for goods carrying vehicles up to 7.5T, with an option to hire larger vehicles at a discounted cost to you

Remember the earlier you contact us, the sooner we can get you back on the road and help you manage the costs and inconvenience to your business.

Making a claim

Just call Fleetline on
0800 246 876

In case of an accident
Call 0800 246 876

If you have been involved in an accident and your vehicle cannot be driven, your Incident Manager will look after your immediate needs by:

- arranging for your vehicle to be recovered and taken to an approved repairer
- dealing with any immediate concerns you may have, such as contacting those who need to know you have been involved in an accident.

The repairer bills will be paid directly by us to our approved repairer (apart from any applicable excess) so there is no need to worry about the finance.

Damaged windscreens/windows
Call 0800 246 876

If your windscreen or windows are cracked, chipped or shattered, call Fleetline and an Incident Manager will arrange for an approved glass company to get to you as quickly as possible, assess the damage and either repair or replace the affected glass.

Do You or Your drivers use a Smartphone or Tablet Device

Aviva Claims Number
 Why not scan this QR Code and store our contact details directly to Your device?



Your Minifleet (including Single Business Vehicle) Policy Schedule Policy Number 97MF18199008

Effective Date: 05/04/2024

Registration/VIN Number	Type (Use)	Description	Cover	GVW (Kg) / CC	Value (£)	Year	Breakdown	AD Excess (£)	F & T Excess (£)	W/S Excess (£)	Clause(s) Applying	Overnight Postcode
GL68OSX	GV (T1)	MITSUBISHI - L200 4LIFE DOUBLE CAB 152BHP D/CAB PICK-UP DIESEL MANUAL 4WD 2900KG GVW 1045KG MAX PAYLOAD	COMP	2442cc	15,000	2019	N	250	250	150	FTMF002	TN2 4HJ
GN15CSZ	AG	Kubota G23LD, Lawn Mower	COMP		4,000	2015	N	250	250	150	FTMF002	TN2 4HJ
Y538CKM	AG	Kubota L4200, Tractor - Agricultural	COMP		5,000	2001	N	250	250	150	FTMF002	TN2 4HJ

TYPE "PC" – Private Car "GV" – Goods Carrying Vehicle "ST" – Special Types Vehicle "AG" – Agricultural Vehicle "MC" - Motorcycle

(USE) "T1" – Carriage of Own Goods "T2" – Carriage of Goods for Hire or Reward

COVER "COMP" – Comprehensive Cover "TPF&T" – Third Party Fire & Theft "TPO" – Third Party Only "ADF&T" – Accidental Damage, Fire & Theft (including Laid Up) Only "F&T" – Fire & Theft (including Laid Up) Only

EXCESS "AD" – Accidental Damage (including Laid up) Only "F&T" – Fire & Theft (including Laid Up) Only "WS" – Glass Replacement

Provided that the vehicles above belong to **you** or are hired, leased or lent to **you** EXCLUDING any Motor Vehicle

(i) owned by or hired, leased or lent to an employee of **you**

(ii) hired or leased to a customer of **you**

Your Minifleet (including Single Business Vehicle) Policy Schedule *continued*

Policy Number 97MF18199008 Cover *continued*

General Clauses (Applying to ALL Vehicles)

FTMF029 Additional Theft Excess

Where your vehicle is any model of Land Rover or Range Rover and its **market value** is £25,000 or over, in the event of any loss of, or damage to, **your vehicle** (including its **accessories** and spare parts) caused by **theft**, an additional excess will apply to **your** claim, calculated as five percent of the **market value** of **your vehicle** at the time of loss.

This additional **excess** applies in addition to any other **excess** stated in the **schedule**.

This **clause** applies in addition to any other **clause(s)** stated in the **schedule**.

Vehicle Clauses (Applying only to the Vehicles shown in Schedule)

FTMF002 - DRIVING RESTRICTION EX DRIVERS UNDER 25

Your Policy does not cover any accident, injury, loss or damage (except where any liability is required to be covered under the Road Traffic Acts) whilst any vehicle covered under the Policy is being driven by or is in the charge of any person aged 24 years or under

Subject otherwise to the terms of this Policy

Report to: Full Council
Date: 13 May 2023
By: Clerk
Subject: Subscriptions to Other Bodies

Decision/s Required: To review and note subscriptions

1. Introduction

Full Council must review the subscriptions to other bodies at its Annual Parish Council Meeting in May each year.

2. Subscriptions 2024-25

The proposed subscriptions are as follows:

- Kent Association of Local Councils (due April 2024)
- Institute of Cemetery & Crematorium Management (due April 2024)
- Canva (due April 2024)
- Society of Local Council Clerks (due January 2025)
- Information Commissioners Office (due February 2025)
- Kent Wildlife Trust (due February 2025)



Complaints Policy

Adopted ~~15/05/2023~~13/05/2024

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	06/11/2017	31/05/2018
3.0	14/05/2018	31/05/2019
4.0	13/05/2019	31/05/2020
5.0	02/09/2019	31/05/2021
6.0	25/01/2021	31/05/2022
7.0	04/05/2021	31/05/2022
8.0	09/05/2022	31/05/2023
9.0	15/05/2023	31/05/2024
<u>10.</u>	<u>13/05/2024</u>	<u>31/05/2025</u>

1. Introduction

The following Complaints Policy has been created based on the framework suggested by the National Association of Local Councils. This policy is intended to assist local residents to deal with complaints against actions of the Council's staff or its administration.

Pembury Parish Council will not acknowledge or consider, under any circumstances, complaints that are submitted anonymously.

Pembury Parish Council aims to operate in a way that is open, transparent and fair and to provide efficient and appropriate services to the community of Pembury. The Council welcomes feedback from the public at all times.

Complaints must always be directed through the Council offices, not through individual Councillors. A Complainant may advise a Councillor of the details of the complaint, but individual Councillors are not authorised to resolve complaints

2. Informal Complaints handled by the Council Office

If complaints are made to the Council either in person, by telephone, letter or email to Council Office staff or the Chair of the Council, the Clerk will try to resolve the complaint informally in a timely manner.

It is hoped that most complaints can be resolved quickly and amicably through this route. In the event that the informal process does not satisfy a member of the public, Pembury Parish Council has a formal complaints procedure that should be followed.

3. Formal Complaints handled by the Parish Council

If the Complainant is not satisfied by the informal actions taken, or may wish to make a formal complaint directly, they will be asked to submit a formal complaint in writing to the Council offices, addressed to the Clerk or Chair of the Parish Council as appropriate. The complaint should cover as much detail as possible and enclose any relevant supporting documentation.

1. The Clerk or Chair of the Parish Council will acknowledge receipt of the complaint, in writing either by email or post, within 5 working days.
2. On receipt of a complaint the Clerk, in consultation with the Chair of the Parish Council, will ascertain the category of the complaint and take the relevant action with reference to the complaint category detailed in Appendix 1. The Complainant will be informed of which category the complaint falls under and the action required.
3. If the complaint is considered to be a category D complaint (see Appendix 1), the Clerk or Chair of the Parish Council will advise the Complainant when the matter

will be considered by the Complaints Committee. The Procedure in Appendix 2 will be followed in this instance.

4. The Clerk or Chair of the Parish Council will report to the Council, summary details of the complaint and a brief summary of its resolution. This summary report will exclude the names of the Complainants and any Council staff involved.

4. Repeated or Vexatious Complaints

A small percentage of complainants may persistently complain or complain in a way that appears to be obsessive, harassing or repetitious. This will require a disproportionate amount of resources and may result in unacceptable levels of stress for staff.

Whilst everyone has the right to make a legitimate complaint, they are not entitled to do so in a way that is unreasonable, or which has the effect of intimidating or harassing staff.

A vexatious or persistent complaint can be characterised in a number of ways:

- Actions which are obsessive, persistent, harassing, prolific, repetitious.
- Insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason.
- Insistence upon pursuing meritorious complaints in an unreasonable manner.

A Complainant can only be considered vexatious once a decision has been passed to that effect by resolution of the Council giving the reason and scope. This will be confirmed in writing to the Complainant.

Appendix 1

	Complaint Category	Action
A	Criminal activity	The Clerk should refer the Complainant to the Police.
B	Member conduct	<p>A complaint against an individual Councillor is not covered by this Complaints Policy. If anyone wishes to make a complaint about the behaviour of an individual Councillor, they must write to the Monitoring Officer, Tunbridge Wells Borough Council, Town Hall, Tunbridge Wells, Kent TN1 1RS.</p> <p>The Monitoring Officer can only deal with complaints about the behaviour of a Councillor. The Monitoring Officer will not deal with complaints about matters that are not covered by the Councillors' Code of Conduct, complaints that are about people employed by the Parish Council, incidents that happened before a member was elected or chose to serve on the Council, incidents that happened before the authority adopted its Code of Conduct, the way an authority conducts or records its meetings, the way an authority has or has not done something, a decision of the authority or one of the services it provides.</p>
C	Employee conduct	As an internal disciplinary matter, this should be dealt with under the council's disciplinary procedure. A complaint against a member of the Council's staff could result in disciplinary action or in cases of gross misconduct, dismissal from the Council's employment. The Council, will not under any circumstances, enter into any correspondence or discussion with any Complainant about any action taken, formally or informally against any member of staff. This is expressly to protect the employment rights to which all employees of the Council are entitled.
D	Other	Category D complaints are "expressions of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the Council itself or a person or body acting on behalf of the Council". These will be heard by the Complaints Committee established by the Council which has delegated authority to deal with complaints on its behalf.

Appendix 2

Complaints Procedure

Before the Meeting of the Complaints Committee

1. The Complainant should be asked to put the complaint about the Council's procedures or administration in writing to the Clerk or their substitute. The Clerk or Chair shall acknowledge receipt of the request within 5 working days.
2. A Complaints Committee will be appointed from the membership of the current Finance and HR Committee. There will be a minimum membership of three councillors. No Councillors will be appointed who have already been involved in the matter, which is the subject of the complaint. If necessary, members from Full Council will be appointed if there are insufficient appropriate members of the Finance and HR Committee.
3. The Clerk or their substitute will advise the Complainant when the matter will be considered by the Complaints Committee established for the purposes of hearing complaints, giving at least 10 working days' notice of the Committee meeting. The Complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way on the committee agenda.
4. The Complainant shall be invited to attend a meeting of the Complaints Committee and to bring with them one other person for support if they wish. They will not be entitled to bring legal representation. The other person may not address the meeting.
5. If the Complaints Committee deem it necessary, it may require particulars of the complaint or any related matters to be submitted in advance of the meeting by the Complainant or the Council.
6. Five clear working days prior to the meeting, the Complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall provide the Complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the Complainant the opportunity to read the material in good time for the meeting.

Who will be at the meeting?

1. The members of the Complaints Committee.
2. The Clerk to the Council or a suitably appointed substitute.
3. The Complainant who may be accompanied by one other person for support as set out above.

At the Meeting

1. The Complaints Committee shall consider whether the circumstances of the meeting warrant the exclusion of the public and press.
2. The Chair of the Complaints Committee should introduce everyone and explain the procedure
3. The Complainant should outline the grounds for complaint and, thereafter, questions may be asked by the Clerk or their substitute and/or Councillors.
4. The Clerk or their substitute will have an opportunity to explain the Council's position and questions may be asked by the Complainant and Councillors.
5. The Clerk or their substitute, and then the Complainant should be offered the opportunity to summarise their position.
6. The Clerk or their substitute, and the Complainant and any person attending in support of the Complainant should be asked to leave the room while Councillors decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
7. The Clerk or their substitute, and the Complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting

The decision should be confirmed in writing within seven working days together with details of any action to be taken.

Right of Appeal

The Complaints Committee's decision is final.



Publication Scheme

Adopted ~~15/05/2023~~ 13/05/2024

Minute Reference: ~~23/019b~~ 24/xxx

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	14/05/2018	31/05/2019
3.0	13/05/2019	31/05/2020
4.0	04/05/2021	31/05/2022
5.0	09/05/2022	31/05/2023
6.0	15/05/2023	31/05/2024
<u>7.0</u>	<u>13/05/2024</u>	<u>31/05/2025</u>

1. Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.
8. To publish any dataset held by the authority that has been requested and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term "dataset" is defined in section 11(5) of the Freedom of Information Act. The term "relevant copyright work" is defined in section 19(8) of that Act.

2. Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

1. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
2. Information in draft form.
3. Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 25 pence per sheet (black and white)	Actual cost

	Photocopying @ 40 pence per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class post
	Access to website	Free of charge

5. Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. Information Available

This document is the guide to information available from Pembury Parish Council under the model publication scheme and was adopted on ~~09/05/2022~~13/05/2024.

Contact Information:

Pembury Parish Council, Lower Green Recreation Ground, Lower Green Road, Pembury TN2 4DZ

Tel: 01892 823193
e-mail: clerk@pemburyparishcouncil.gov.uk
website: www.pemburyparishcouncil.gov.uk
Responsible Officer: Helen Munro, Parish Clerk
Office opening hours: Monday, Wednesday, and Friday 10am to 1pm or by appointment.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website Hard Copy
Who's who on the Council and its Committees	Website Hard copy
Contact details for the Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy
Location of main Council office and accessibility details	Website Hard copy
Staffing Structure	Website Hard copy
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Current and previous financial year as a minimum	Website Hard copy
Annual return form and report by auditor	Website Hard copy
Finalised budget	Website Hard copy
Precept	Website Hard copy
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Website Hard copy
Grants given and received	Website Hard copy
List of current contracts awarded and value of contract	Website Hard copy
Members' allowances and expenses	Website Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy
Quality Status	Website Hard copy

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy
Agendas of meetings (as above)	Website Notice Boards Hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications (included in minutes)	Website Hard copy
By-laws	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Financial Regulations Code of Conduct Policy statements	Website Hard copy
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services. Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy
Information Security policy	Website Hard copy
Records management policies (records retention, destruction and archive)	Website Hard copy
Data protection policies	Website Hard copy
Schedule of charges (for the publication of information)	Website Hard copy

Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Hard copy
Assets Register	Website Hard copy
Register of members' interests	Website Hard copy
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.	
Allotments	Website Hard copy
Burial grounds and closed churchyards	Website Hard copy
Parks, playing fields and recreational facilities	Website Hard Copy
Seating, litter bins, memorials and lighting	Website Hard Copy
Bus shelters	Hard copy
Newsletters	Website Hard copy

PEMBURY PARISH COUNCIL

Working for Pembury People



Press Policy

Adopted ~~15/05/2023~~ 13/05/2024

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	14/05/2018	31/05/2019
3.0	13/05/2019	31/05/2020
4.0	04/05/2021	31/05/2022
5.0	09/05/2022	31/05/2023
6.0	15/05/2023	31/05/2024
<u>7.0</u>	<u>13/05/2024</u>	<u>31/05/2025</u>

1. INTRODUCTION

- 1.1. Pembury Parish Council welcomes enquiries from the Press and Media and recognises its relationship with the Press helps communication with residents.
- 1.2. The Council seeks to be as transparent as possible, cooperating at all times with the Press and using the opportunities of the Media to publicise events being organised.
- 1.3. The Press are permitted to attend all meetings of the Council and its committees, unless excluded under the Public Bodies Admission to Meetings Act 1960. They are not, however, invited to attend informal Council meetings which are fact finding sessions only and are not scheduled official Council meetings.

2. PURPOSE

- 2.1. The aim of the policy is to ensure that Pembury Parish Council is seen to communicate in a professional and objective manner and reflects the corporate view of the Council.

3. SCOPE

The Press Policy includes:

- 3.1. Official Council Press Releases
- 3.2. Councillor Press correspondence
- 3.3. Freedom of Information Requests
- 3.4. Press Protocol

4. DEFINITION

In this context, Press includes, but is not limited to the following:

- 4.1. Local or national newspapers – in print or on-line.
- 4.2. Newsletters, leaflets or magazines.
- 4.3. Television or radio.
- 4.4. Social media – such as Facebook, Instagram, Twitter, LinkedIn.

5. POLICY

5.1. Official Council Press Releases

- 5.1.1. Official Council Press releases and statements will be prepared by the Clerk in consultation with Councillors as required.
- 5.1.2. The Clerk will act as the Council's Press Officer. Any official contact with the Media concerning the Council's policies, the decisions it makes and services it provides are to be initiated through the Clerk.
- 5.1.3. Any Councillor who identifies a Media opportunity should discuss this with the Clerk who will, in consultation with other Councillors as appropriate, decide how this will be followed up.

- 5.1.4. If a Councillor or an employee receives an approach or enquiry from the Media about any matter relating to the Parish Council, it should be referred to the Clerk.

5.2. Councillor Press Correspondence

- 5.2.1. Individual Councillors have no authority to speak to the press on behalf of the Council.
- 5.2.2. Individual Councillors can make their own statements relating to local issues and this policy is not designed to prevent any Councillor expressing a personal opinion through the Media. Councillors must make it clear however, that any view expressed which differs from Council Policy are their own personal views and should be recorded as such.
- 5.2.3. Such releases, political or non-political, should bear no reference whatsoever to the Council or any Officer and must not use the Council logo. Neither the Council address, telephone number nor website should be included as a point of contact.
- 5.2.4. Where a journalist wishes to confirm what was said by an individual Councillor during a Council meeting, they will be referred to the Clerk.

5.3. Freedom of Information Requests

- 5.3.1. All requests received under the Freedom of Information Act must be referred to the Clerk who will arrange for the request to be satisfied in accordance with the legislation.
- 5.3.2. Councillors should be aware that any Council-related information that they hold on personal devices can be the subject of a Freedom of Information request.

5.4. Press Protocol

- 5.4.1. The Clerk is responsible for issuing official Press releases on behalf of the Parish Council.
- 5.4.2. Official Press releases will not identify any political party or group affiliation, if any, of a Councillor(s) quoted in the release.
- 5.4.3. When the Media seeks information on an issue that is, or likely to be, subject to legal proceedings then advice will be obtained from the Council's solicitor before any response is made.
- 5.4.4. All Press releases and other materials are filed for reference by the Clerk.
- 5.4.5. During an election year, from the issue of the Notice of Election until the day following the election (Purdah), Officers will not normally issue Press releases. It should be noted that whilst the Clerk is the Press Officer, the spokesperson for the Council shall be the Chair or in their absence, the Vice Chair.

Pembury Parish Council - Meeting Schedule 2024-25

2024	Meeting	Start time	Location
MAY			
13	Full Council – Annual PC Meeting	7:15pm	Parish Office
20	Planning & Highways Committee	3:30pm	Parish Office
JUN			
3	Full Council	7:15pm	Parish Office
17	Planning & Highways Committee	3:30pm	Parish Office
24	Open Spaces Committee	3:00pm	Parish Office
JUL			
1	Full Council	7:15pm	Parish Office
15	Planning & Highways Committee	3:30pm	Parish Office
AUG			
12	Finance & HR Committee	2:00pm	Parish Office
SEPT			
2	Full Council	7:15pm	Parish Office
16	Planning & Highways Committee	3:30pm	Parish Office
30	Open Spaces Committee	3:00pm	Parish Office
OCT			
7	Full Council	7:15pm	Parish Office
14	Planning & Highways Committee	3:30pm	Parish Office
21	Finance & HR Committee	2:00pm	Parish Office
NOV			
4	Full Council	7:15pm	Parish Office
18	Planning & Highways Committee	3:30pm	Parish Office
25	Open Spaces Committee	3:00pm	Parish Office

2024/ 25	Meeting	Start time	Location
DEC			
2	Full Council	7:15pm	Parish Office
9	Finance & HR Committee	2:00pm	Parish Office
16	Planning & Highways Committee	3:30pm	Parish Office
2025			
JAN			
6	Full Council	7:15pm	Parish Office
13	Open Spaces Committee	3:00pm	Parish Office
20	Planning & Highways Committee	3:30pm	Parish Office
27	Finance & HR Committee	11:30am	Parish Office
FEB			
3	Full Council	7:15pm	Parish Office
FEB			
17	Planning & Highways Committee	3:30pm	Parish Office
MAR			
3	Full Council	7:15pm	Parish Office
10	Open Spaces Committee	3:00pm	Parish Office
17	Planning & Highways Committee	3:30pm	Parish Office
APR			
7	Full Council	7:15pm	Parish Office
14	Finance & HR Committee	2:00pm	Parish Office
28	Planning & Highways Committee	3:30pm	Parish Office
MAY			
1	Annual Parish Meeting (Public)	TBA	Village Hall
12	Annual Parish Council Meeting	7:15pm	Baptist church

Minutes of the **FULL COUNCIL** meeting held at Parish Office, Lower Green Recreation Ground on Monday **8 April 2024** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr C Snow
Cllr N Stratton (Vice-Chair)	Cllr M Weaver
Cllr A Birch	Cllr J Webster
Cllr D Reilly	

Apologies:

Cllr M Barrett	Cllr G Hall
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Absent:

Cllr V Gautam

Officers Present:

H Munro (Clerk)

23/518. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs M Barrett and G Hall. The apologies and reason were accepted.

23/519. **DECLARATIONS OF INTEREST.** Cllr Reilly declared an interest in item 23/528 as his wife had prepared the meeting report.

23/520. **CHAIR'S ANNOUNCEMENTS.**

- The Chair thanked Cllr Hall for his hard work as Chair of the Planning & Highways Committee from which he had now stood down.
- The Chair thanked everyone for attending the litter pick. She also thanked We Waste and the Rapid Relief Team for their contribution.

23/521. **OPEN SESSION.** No members of the public were present.

23/522. **MINUTES.** It was **RESOLVED** that the minutes of 4 March, 15 March and 25 March 2024 be approved, and they were signed by the Chair as an accurate record.

23/523. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following committees:

- Planning & Highways Committee – 18 March 2024.

23/524. **CLERK'S REPORT.** The following report was noted:

- a. Appeal against Enforcement Notice – The Meadows, Past Heap Farm.
An update from the Planning Inspector is awaited.

- b. Trees to be planted in Belfield Road. The landowner has agreed in principle to allow tree planting in the verge. A public consultation is currently taking place for all nearby residents. No objections have been received.
- c. Urgent work to memorials. Work to remaining memorials at Pembury Burial Grounds to be scheduled shortly.
- d. Additional Equipment for PA System. Funds have been allocated to an earmarked reserve. The equipment to be purchased in due course.
- e. Photography Competition. Advertising has now begun.
- f. Vandalism / damage. Recent anti-social behaviour in Lower Green Recreation Ground were noted. Reports of thefts from allotment sheds were noted. Tenants have been encouraged to report this to the police. Another allotment gate padlock is broken which could be linked to the break-ins.
- g. The Pembury Gardeners would hold their plant sale on the Village Green on Saturday 25 May 8am to 1pm.
- h. The Clerk thanked the Deputy Clerk for her contribution to the Parish Council prior to her leaving.

23/525. **REPORT OF COUNTY/BOROUGH COUNCILLORS.** Apologies were received from Borough Councillors Barrington-King, Hayward and Roberts due to other engagements. Cllr Birch reported that she is standing in the forthcoming Borough Council elections.

23/526. **EXTERNAL BODIES.** There were none.

23/527. **COMMITTEE CHAIR.** Following the resignation of Cllr Hall as Chair of the Planning and Highways Committee Chair, nominations were invited. It was **RESOLVED** that Cllr Reilly be appointed as Chair. Cllr Brooks was appointed to the committee as Vice Chair.

23/528. **PLANNING APPLICATIONS.** 24/00431/FULL – Downingbury Farm, Maidstone Road – Conversion of cold store and stables into 2no. dwellings with associated parking and landscaping.

It was **RESOLVED** to submit the following response to Tunbridge Wells Borough Council (TWBC):

SUPPORT subject to a robust construction plan being in place. There are concerns that the application is silent on sewerage.

23/529. **APPEAL AGAINST ENFORCEMENT NOTICES.**

Planning Appeal Reference APP/M2270/C/24/3339249 Land At Redwings Lane Pembury Tunbridge Wells Appeal against Enforcement Notice JS/T019044/A - Without planning permission the material change of use of land from agriculture to a mixed use of agriculture, equestrian and the stationing of two caravans in residential use including a timber lean to, a portable toilet along with the associated storage of vehicle trailers, two storage containers, domestic vehicles and the construction of a timber framed building and hard gravel surface – ref: 23/02302/FULL - the Ranch UK, Redwings Lane.

Planning Appeal Reference APP/M2270/C/24/3339251 Land At Redwings Lane Pembury Tunbridge Wells Appeal against Enforcement Notice JS/T019044/A - Without planning permission the material change of use of land from agriculture to a mixed use of agriculture, equestrian and the stationing of two caravans in residential use including a timber lean to, a portable toilet along with the associated storage of vehicle trailers, two storage containers, domestic vehicles and the construction of a timber framed building and hard gravel surface – ref: 23/02303/FULL – the Ranch UK, Redwings Lane.

It was **RESOLVED** to submit the following response to the Planning Inspectorate for both appeals:

Pembury Parish Council **STRONGLY OBJECTS** to the above-referenced applications for the following reasons:

- a. The application to grant retrospective consent for a traveller site (temporary or permanent) in the Green Belt is considered inappropriate development and should not be approved. The proposed site is located in an unsustainable location outside the Limits to Built Development settlement boundaries of Pembury which is contrary to the Pembury Neighbourhood Plan (PNP) policy P1A and B. It would fail to conserve and enhance the rural landscape character of the High Weald Area of Outstanding Natural Beauty as well as causing harm to the openness of the Green Belt. The applicant has not identified any needs that are unlikely to clearly outweigh harm to the Green Belt and any other harm so as to establish very special circumstances to grant approval.
- b. The Borough Council is able to demonstrate an up-to-date five-year supply of deliverable Gypsy and Traveller pitches within the Borough as at 1st April 2023 whilst additional capacity within existing sites has also been identified in the Emerging Local Plan. This is also contrary to PNP Policy P2A. A rural exception site policy is therefore not considered appropriate for this site.
- c. The proposal is sited within Source Protection Zone 1 and 2 (Aquifer) which is sensitive to the risk of contamination. There is insufficient

information to demonstrate that the risk of contamination of ground water from the waste and contaminated run-off arising from this development can be adequately managed. There are also insufficient details regarding waste disposal as the site is not served by a mains sewer.

- d. The proposal is not accompanied by an integral landscaping scheme outlining boundary treatments, detailing access and parking facilities and confirming whether external lighting is needed. The site is a Dark Sky Zone, and the application needs to demonstrate that, if external lighting is needed, the night sky will be protected from light pollution in line with PNP Policy P12.
- e. It is understood that the agricultural land in this application is classified Grade 2. Government guidance seeks to protect the "best and most versatile" agricultural land from significant, inappropriate or unsustainable development proposals and to promote the sustainable management of soils. The building of isolated permanent structures and associated hardstanding will make this difficult.
- f. The locally significant views should be protected in line with PNP, Policy 11. The View 9 panoramic view is impacted by this development. The view takes in Kent Collage, the Reservoir, Ancient Woodland, the Parish Church of St Peter's and across to the North Downs.
- g. The proposal site is also located in a 'Designated Aquifer Protection Zone' in close proximity to Pembury Reservoir which is located to the North West of the development.
- h. PPC support the concerns of the Environmental Agency regarding groundwater vulnerability in their Technical Note prepared for TWBC dated 25th October 2023 "The recent group of Planning Applications at land Off Redwings Lane, including land uses and activities, pose a risk to the groundwater environment. The risks include polluting run off from stables and the siting of mobile homes with their associated foul drainage and fuel storage requirements. The applications are located in SPZ1 associated with the springs, and above the spring collection system and other South East Water infrastructure, and as such are within the most groundwater vulnerable area. The number of applications across the wider site, which appear at times to have overlapping red line boundaries, has been significant. These applications have not provided sufficient information to assure us that proposed activities will be sufficiently protective of the groundwater environment. The applicants have demonstrated a lack of environmental awareness, in particular groundwater vulnerability, at this site and in the wider Pembury area".

- i. PPC also supports the concerns of South East Water about the pollution risk to the water supply. They strongly objected to application 23/02303 confirming "... These applications are on land within Source Protection Zone (SPZ) 1 and 2 of our spring system that supplies our Pembury reservoir. SPZs are designated by the Environment Agency to provide additional protection to safeguard drinking water supplies through constraining the proximity of an activity that may impact upon drinking water abstractions... The springs that flow into Pembury reservoir are fed by the Tunbridge Wells Sands Formation which are unconfined, therefore any manure storage will have to be completely contained, there is also a risk of veterinary medicines, sewerage from the dwelling proposed, fuel oil storage and potentially any other chemical applied for weed control around the buildings and perimeter of the proposed developments at this location, which would pollute the underground water source, as well as direct surface run off into the reservoir, which caters for a population of approximately fifty thousand in the Tunbridge Wells and Pembury areas".

23/530. **LOCATION OF FULL COUNCIL MEETINGS.** It was **RESOLVED** that meetings return to the Parish Office meeting room.

23/531. **PARISH COUNCILLOR RECRUITMENT.** Ideas to recruit new councillors were considered. Ideas included putting flyers into book bags at Pembury Primary School, encouraging people to come and speak to councillors about the role at the next Annual Parish Meeting, including an article in the next PVN, writing articles about why individual councillors joined the Parish Council and what they got from it as well as increasing social media posts. Existing councillors were also encouraged to speak to their contacts directly.

23/532. **FINANCIAL INFORMATION.** It was **RESOLVED** to approve the Accounts for Payment for April 2024 of £42,845.65. A transfer from NatWest to Unity Bank of £20,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

23/533. **RISKS.** There were none.

23/534. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** The following issues were raised:

- Parking in Snipe Close – Cllr Birch to liaise with the County Councillor.
- There was no location reference number of the defibrillator at the Pavilion. Cllr Stratton to report to the Management committee.
- New office telephone system required when analogue lines are switched off. A local company that could assist was recommended. Cllr Reilly declared an interest in the company as he worked for them.

- Vandalism – concern was raised about the increase in vandalism in Lower Green Recreation Ground. A police presence would be requested when the next incident occurred. CCTV to be considered.

23/535. **FUTURE MEETINGS.** The following dates were noted:

- a. Annual Parish Meeting – Thursday 25 April 2024 at 7.15pm at Pembury Village Hall.
- b. Full Council – Annual Parish Council Meeting – Monday 15 May 2024 at 7.15pm in the Parish Office Meeting Room.

23/536. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting at 8:24pm for the next items of business on the grounds that it would involve the likely disclosure of exempt information.

23/537. **LEGAL MATTERS.** The update was noted.

23/538. **HR MATTERS.** Terms and conditions for new staff were considered, and it was **RESOLVED** that the following be agreed for all new permanent staff employed from this date:

- Holiday – as per Green Book Terms.
- Sick Pay – as per Green Book terms up to 2 months full pay and 2 months half pay after 2 years employment.
- Maternity / paternity / parental leave pay – in line with statutory payments.
- Pay scales for non-statutory roles no longer used. An annual salary or hourly rate to be set for each role. The salary to be reviewed by the Parish Council on an annual basis.

The Parish Council is currently part of the Local Government Pension Scheme (LGPS). There were concerns about the on-going liabilities of this scheme. After much discussion the following decisions were agreed by **RESOLUTION:**

- Cllrs Birch and Stratton to undertake more research into the scheme and ascertain a better understanding of the Parish Council's liabilities.
- A new Earmarked Reserve to be created to build up funds for future pension liabilities.
- A salary sacrifice scheme to be considered.

- All new staff to be enrolled into the NEST pension scheme until further information about the LGPS was available. The next valuation was due at 31 March 2025.

There being no other business, the meeting closed at 21:28pm

Signed: _____ Date: _____
Chair

Appendix 1
Accounts for payment

Pembury Parish Council			
Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
03/185	Clear Councils	Insurance premium 2024-25	5,471.87
03/186	SKF Contractors	Old Church tarmac path	6,758.40
			12,230.27
ACCOUNTS FOR PAYMENT BY BACS - APRIL 2024			
04/001	HMRC	Tax/NI	2,702.13
04/002	Kent Pension Fund	Pensions	2,822.94
04/003	BG Works	PVN spring edition printing	1,768.80
04/004	Alison Eardley	Professional planning advice	306.00
04/005	Kidmans	Grounds maintenance equipment servicing & supplies Feb	1,651.01
04/006	Kidmans	Grounds maintenance equipment servicing & supplies Mar	1,885.33
04/007	B&Q	Bark for floral display / wildflower mix	44.16
04/008	Bright Sparks	Remedial work to electrics at office & depot	207.12
04/009	Tivoli	Dog bin empties March 2024	151.20
04/010	Wise Stonecraft	Grave digging	1,200.00
04/011	Les Steward	Return allotment deposit	50.00
04/012	Downsview	Memorial repairs	1,140.00
04/013	New Dreams	Office cleaning - Jan, Feb and Mar	180.00
04/014	KCC	Hanging Baskets - licence	37.00
04/015	Southern Care Maintenance	Fire extinguisher maintenance	694.32
04/016	Heliocentrix	New laptop & monitor/monthly IT charges	1,470.49
04/017	Streetlights	Replace column door	126.00
04/018	Rialtas	Omega accounts support & maintenance	889.20
04/019	Capel Groundcare	Playground equipment repair	2,349.69
			19,675.39
DEBIT CARD - MARCH 2024			
DC 03/86	Post Office	Postage	24.00
DC 03/87	Boon Trading (My Projector Lamps)	New lamp for projector	107.08
			131.08
DIRECT DEBITS - MARCH 2024			
DD 03/161	Wex	Fuel Charges	21.60
DD 03/162	SSE	Unmetered Supply electricity	174.82
DD 03/163	SSE	Office electricity	404.34
DD 03/164	BT	Telephone & Broadband	77.57
DD 03/165	Wex	Fuel Charges	93.80
DD 03/166	Castle Water	Water - Woodside	12.19
DD 03/167	Castle Water	Water - Lower Green Cemetery	6.72
DD 03/168	Castle Water	Water - Pembury Burial Grounds	7.88
DD 03/169	Sage	Payroll support	15.60
DD 03/170	Castle Water	Water - allotments	2.47
DD 03/171	Castle Water	Water - Lower Green Rec	1,676.31
DD 03/172	Veolia	Waste charges	88.08
DD 03/173	O2	Mobile phone charges	102.10
			2,683.48

CONFIDENTIAL SALARIES -MARCH 2024			
CS 03/12			8,125.43
TOTAL EXTERNAL PAYMENTS			42,845.65
Internal Payments - April 2024			
Chq 5074	Pembury Parish Council	Funds for Unity Bank Account	£ 20,000.00
TOTAL INTERNAL PAYMENTS			£ 20,000.00

Minutes of the meeting of the **PLANNING AND HIGHWAYS COMMITTEE** held at the Parish Council office on Monday **22 April 2024** at 3.30pm.



Councillors Present:

Cllr D Reilly (Chair)
Cllr K Brooks

Cllr M Barrett
Cllr N Stratton (ex-officio)

Apologies:

Cllr G Hall

Cllr J Webster

Absent:

Cllr V Gautam

Officers Present:

H Munro (Clerk)
C Stewart (Locum Deputy Clerk)

- 23/539. **APOLOGIES FOR ABSENCE.** Apologies had been received from Cllrs Hall and Webster and it was **RESOLVED** that the reasons be accepted. Cllr Gautam was not in attendance.
- 23/540. **DECLARATIONS OF INTEREST.** There were none.
- 23/541. **MINUTES.** It was **RESOLVED** that the minutes of the meeting held on 18 March 2024 be approved and they were signed by the Chair as an accurate record.
- 23/542. **CHAIRMAN'S ANNOUNCEMENTS.**
- The Chair thanked Cllr Hall for his hard work as the previous Chair of the Committee and was pleased to note that he would stay on as a valued member of the committee.
 - The Chair asked for a 'library' of relevant documents be created for Committee members.
- 23/543. **OPEN SESSION.** No-one was present.
- 23/544. **CLERK'S REPORT.** The following report was noted:
- a. Speeding Banner. KCC advised that the banner is in stock and will be delivered shortly.
- 23/545. **PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to Tunbridge Wells Borough Council (TWBC):
- a. **24/00797/FULL** **5a Lower Green Road**
Addition of 90cm trellis to existing 190cm close boarded fence.

No objection

b. **23/003491/FULL** **The Frith, 39 Lower Green Road
(amended)**

Demolition of dwelling and ancillary structures and residential redevelopment of the site comprising 5 no. 3-bed and 4 no. 4-bed dwellings with associated new access, parking and footpath link.

No objection but the Parish Council had the following concerns:

1. In accordance with the adopted Pembury Neighbourhood Plan (PNP) Policy 2 there is an identified need for a supply of 1 and 2 bedroom houses which this proposal does not address.
2. The Parish Council supports the comments from Southern Water asking that a drainage plan for the development should be submitted and approved by TWBC in conjunction with Southern Water prior to commencement of the development.
3. The Parish Council requests that the maintenance and monitoring of SUDS features and in particular attenuation features such as the cellular tank to hold back water flows during times of heavy rainfall should be carried out by a properly constituted qualified company appointed by the developer and funded in perpetuity for the lifetime of the development.
4. To address concerns regarding the approach to the development by heavy construction traffic via Ridgeway and Westway, the Parish Council request a condition is agreed and discharged prior to commencement of the development for a detailed and robust Construction Environmental Management Plan. This should also ensure that any damage done by construction vehicles should be repaired in a timely fashion at the expense of the applicant/developer.
5. The Parish Council notes Kent County Council's Public Rights of Way (PROW) officer's acceptance of the proposal for a PROW that ensures accessibility of the development on foot from all the surrounding area.

6. The Parish Council is concerned about the future maintenance of the additional 'triangle' of land that is part of the development site is not included within the proposal plans.

The Parish Council withdraws its previous request that the application should be called in to the TWBC Planning Committee.

- c. **24/00893/TPO** **46 Maidstone Road**
Trees: MATURE OAK (T1) (mature oak tree) – Prune back crown on neighbouring bungalow side and remove dead wood.
- No objection subject to review and approval by the Tree Officer
- d. **24/00639/SUB** **The Tunbridge Wells Hospital
Tonbridge Road**
Submission of Details in relation to Condition 15 - Travel Plan;
Condition 16 - Parking Strategy of 21/00797/FULL.

No objection as the proposals emphasise the importance of supporting travel by cycle and on foot in accordance with Policy P13 of the adopted PNP.

Cllr Stratton left the meeting at 4:50pm.

- e. **24/00955/FULL** **Great Bayhall Barn
Chalket Lane**
Variation of Conditions 2 & 3 of 23/00478/FULL - Alterations to fenestration to all elevations, addition of PV panels, plant shed, external material alterations.

No objection.

23/546. **OTHER APPLICATIONS.** The following was noted:

- a. **24/00884/TCA** **1 High Street**
NORWAY MAPLE (T1 & T2) - Minor tip reduction of western canopies of trees where limbs significantly overhang the boundary and roof of 3 High Street. Maximum reduction of limbs will be 1.5 metres and up to historic pruning points.
- No objection.
- b. **24/00904/TN0T56** **Notcutts Garden Centre Tonbridge
Road**

NORWAY MAPLE (T1 & T2) - Minor tip reduction of western canopies of trees where limbs significantly overhang the boundary and roof of 3 High Street. Maximum reduction of limbs will be 1.5 metres and up to historic pruning points.

No objection.

23/547. **LATE PLANNING APPLICATIONS.** it was **RESOLVED** to submit the following responses to TWBC:

a. **24/00951** **Great Bayhall Barn, Chalket Lane.**

Variation of Condition 2, 4 and 5 of 19/03602/FULL - Alterations to landscaping, Window style changes, Material alterations to elevations.

No objection.

b. **24/00932/FULL** **Fletchers, Hastings Road**

Single storey side extension, first floor side dormers; replacement porch, doors & windows; replace 2 rear windows with French doors.

No objection.

c. **24/00996/FULL** **6 The Paddock**

Part two storey, part single storey side and front extension; part two storey, part single storey rear extension.

No objection.

23/548. **OTHER LATE APPLICATIONS.** There were none.

23/549. **DECISIONS.** The following decision was noted:

a. **24/00248/FULL 7** **The Forstal**
Demolition of garage and erection of single storey side and rear extension and enlarged dormer. GRANTED

b. **24/00375/TCA** **Village Green, High Street**
Trees in Conservation Area Notification – OAK (0323) – Raise low canopy to 3m. NO OBJECTION RAISED

c. **24/00220/FULL** **Orchard View, Stone Court Lane**
Lower and upper ground floor extensions with 2 no. box dormers to front and rear roof slopes. GRANTED

d. **24/00376/TPO** **Old Coach Road**

Trees: ASH (0330) – Fell; ASH (0331) – Fell; ELM x 2 (0332) – Fell; ASH (0333) – Reduce faulted limbs 30%; ASH (0334) – Pollard to 10m; ASH (0335) – Pollard to 15m; BEECH (2574) – Reduce western limb with cavity, end weight reduction 30%; BEECH x 2 (2585) – Reduce crown 30%. GRANTED

- e. **24/00271/FULL** **23 Cornford Park**
Conversion of existing detached garage to annexe. GRANTED
- f. **23/02333/LBC** **Myrtle Cottage, 2 Romford Road**
Listed Building Consent – replacement of modern triangular brace on kitchen ceiling with full width beam to strengthen ceiling and bedroom floor above. GRANTED
- g. **24/00635/TCA** **Postillions 2 Hastings Road**
Trees in a Conservation Area Notification: BEECH (A) - Removal of branches growing over garage and into lawn in front of Church; SWEET CHESTNUT (B) - Removal of one branch growing across garden; HORSE CHESTNUT (C) - Removal of 3 branches growing over garden; 2 FLOWERING CHERRIES (D) - Removal of lower branches. NO OBJECTION RAISED
- h. **24/00145/FULL** **64 Henwood Green Road**
Demolition of outbuilding and erection of 2 single storey dwellings with associated garaging and external works. GRANTED
- i. **24/00776/ENVSCR** **Downingbury Farm Maidstone Road**
EIA Screening Opinion - Conversion of cold store and stables into 2no. dwellings with associated parking and landscaping (24/00431/FULL refers). GRANTED
- j. **24/00367/LDCEX** **Amhurst Hill Farm**
Lawful Development Certificate (Existing) - Permanent Lawful Development Certificate (Existing) - Permanent siting of mobile home. NOT REQ'D

23/550. **LATE PLANNING DECISIONS.** There were none.

23/551. **LOCAL PLAN.** The extended consultation period has now ended.

23/552. **RESIDENT'S REQUEST.** A request had been received for a roadside mirror on the Village Green to assist in crossing the road at this point. After discussion it was agreed that there were concerns with this suggestion that prevented it being possible and that the office would contact the resident with this decision.

23/553. **STREET LIGHTING ISSUES.** Following the report from the contractors regarding the works required to ensure that the various streetlights were safe, the terms of the maintenance contract would be reviewed to establish if any of the works now required should have been completed under the contract.

To address the risk of the required works, the costs would be added to the next budget to ensure these could be completed as soon as funds were available.

23/554. **RISKS.** There was nothing further discussed.

23/555. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

23/556. **FUTURE MEETINGS** – Monday **20 May 2024** at 3.30pm at the Parish meeting room.

23/548. **ENFORCEMENT.**

- a. APPEAL APP/M2270/W/24/3339337 – 23/02302/FULL Change of use from agricultural to provide a Gypsy and Traveller Pitch (retrospective) – The Ranch, Redwings Lane.
- b. APPEAL APP/M2270/W/24/3339338 – 23/02303/FULL - Change of use from agricultural to provide a Gypsy and Traveller Pitch (retrospective) – The Ranch, Redwings Lane.

It was **RESOLVED** that the same submission to the Planning Inspector previously agreed should be submitted for related appeals on the same site.

23/549. **CLOSED SESSION.** Pursuant to section 1(2) of the Public bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and the press from the meeting at 5:24pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/550. **ENFORCEMENT.** The enforcement update was noted.

There being no other business, the meeting closed at 5.26pm.

Signed: _____ Date: _____
Chair

PEMBURY PARISH COUNCIL
ANNUAL PARISH MEETING – 25 APRIL 2024

Minutes of the Pembury Annual Parish Meeting held on Thursday 25 April 2024 at the Village Hall, High Street, Pembury at 7.15pm. There were 18 members of the public present.

1. WELCOME BY THE CHAIR.

Everyone was welcomed to the meeting and the new format was explained.

2. MINUTES. It was **RESOLVED** that the minutes of the Annual Parish Meeting held on Thursday 11 May 2023 be signed as a correct record.

3. DRAFT UNAUDITED ACCOUNTS FOR 2023/2024. Unaudited accounts and reserves for 2023/2024 were reported and noted.

4. OPEN FORUM. Various questions were raised and included the following:

- Litter picks on larger roads were queried.

Community litter picks could take place on roads with no more than 30mph speed limits. Litter picking on faster roads were the responsibility of Kent Highways or Highways England.

- Storm drains filled with sediment and tarmac from recent re-surfacing was raised.

Everyone was encouraged to report these through the Kent County Council (KCC) Online reporting tool.

- How can the Parish Council engage better with the community.

Existing methods included the website, social media and the PVN. Other ideas were welcomed. A suggestion to hold meetings virtually was made and would be explored further.

- The policing of overgrown hedges was raised.

Everyone was encouraged to report these through the KCC Online reporting tool. An article would be included in the next edition of the Pembury Village News (PVN).

- There was concern about pavement parking.

An update on current parking rules was shared. An article on considerate parking would be included in the next PVN.

- There were serious concerns about the safety of the junction of Canterbury Road and Hastings Road.

The Parish Council could get a petition to support double yellow lines at the junction and work with KCC and Tunbridge Wells Borough Council (TWBC). Any work would be at the Parish Council's cost.

- A query was raised about how Stanam Road had received double yellow lines. It was confirmed that this was due to problems with rubbish lorries being unable to get into the road due to parked cars.
- There was concern about fire engines being unable to get through certain roads due to parked cars restricting access.
- The Pembury Volunteer Group were thanked for everything they did for the village.
- Concern about speeding and parking along Hastings Road which would be exacerbated by the new proposed development. A request for more thought into the plan was made.

The Parish Council could consider using a transport consultant to assess the planning applications when they are submitted. KCC are in consultation with developers about highways matters as a result of the proposed developments.

- A suggestion to hold the Annual Parish Meeting virtually was made which could encourage more people to attend.

This would be explored.

- Residents were encouraged to sign up to the weekly TWBC newsletter which had details of bin collections and nearby planning applications.
- Concern was raised about young people's mental health.

An article would be included in the next edition of the PVN.

- 5. CLOSE.** Attendees were thanked for attending and encouraged to speak to Councillors to find out more about the work of the Parish Council.

The meeting closed at 8.09pm.

Signed:

Chairman

Date:

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **Monday 29 April 2024** at 2:00pm



Councillors Present:

Cllr N Stratton (Chair)
Cllr A Birch

Cllr K Brooks (Vice-Chair)

Also in attendance:

Helen Munro (Clerk)

- 23/559. **APOLOGIES FOR ABSENCE.** There were none.
- 23/560. **DECLARATIONS OF INTEREST.** There were none.
- 23/561. **MINUTES.** The minutes from the committee meeting held on 22 January 2024 were approved and signed by the Chair as an accurate record.
- 23/562. **CHAIR'S ANNOUNCEMENTS.** The Chair reported a meeting with a potential new Councillor who had expressed an interest in joining the Committee.
- 23/563. **CLERK'S REPORT.** The following report was **noted**:
- a. Governance. Due to work pressures, the Disciplinary Policy and Scheme of Delegation have not been reviewed. To be actioned in due course.
 - b. Memorial Repair costs. A second quote was obtained and approved at the February Full Council meeting. The first phase of work has been completed and the second phase to be scheduled in due course.
- 23/564. **OPEN SESSION.** There were no members of the public present.
- 23/565. **GOVERNANCE & POLICIES.** The Standing Orders were reviewed, and it was **RESOLVED** to recommend them to Full Council.
- 23/566. **TERMS OF REFERENCE.** The following Terms of Reference were reviewed, and it was **RESOLVED** they be recommended to Full Council:
- a. Terms of Reference – Finance & HR Committee.
 - b. Terms of Reference – Open Spaces Committee.
 - c. Terms of Reference – Planning & Highways Committee.
- 23/567. **RISKS.**
- a. There were no new risks.

- b. An updated Council risk assessment was reviewed, and it was **RESOLVED** that it be updated.

23/568. **ASSET REGISTER.** The asset register as at 31 March 2024 was reviewed and it was **RESOLVED** that it be recommended to Full Council.

23/569. **YEAR END ACCOUNTS & AUDIT 2023/24.**

- a. The Statement of Internal control was reviewed, and it was **RESOLVED** that it be recommended to Full Council for approval and signature.
- b. The draft Annual Governance and Accountability Return (AGAR) and variance analysis were noted. The final AGAR would be presented to Full Council for approval at the June meeting after the final Internal Audit.

23/570. **BANKING & INVESTMENTS.**

- a. Banking arrangements were reviewed, and it was **RESOLVED** that no changes be made.
- b. Ensuring cash balances in each financial institution did not exceed the Financial Services Compensation limit of £85,000 was discussed. It was **RESOLVED** that a recommendation would be made to Full Council to open a savings account with Unity Bank. This would be further reviewed at a future meeting.
- c. The Nationwide Fixed Rate saver had matured, and it was **RESOLVED** that it be renewed for another 1-year period.
- d. The Fidelity Guarantee of £500,000 was noted.

23/571. **FINANCIAL INFORMATION.** Reports to 31 March 2024 were reviewed. It was **RESOLVED** that they be recommended to Full Council:

- a. Income and expenditure report. Variances were noted.
- b. Bank reconciliations. The bank reconciliations had been checked by Cllrs Brooks and Stratton from January to March 2024.
- c. Balance sheet. For signature at the next Full Council meeting.
- d. Reserves. It was **RESOLVED** to recommend to Full Council that no changes be made.

e. Transfer of budgets to Earmarked Reserves. It was **RESOLVED** to recommend to Full Council that no changes be made.

23/572. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

23/573. **NEXT MEETING DATE.** Monday 12 August 2024 at 3:00pm in the Parish Office.

23/574. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it was **RESOLVED** to excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 14:53pm

23/575. **HR MATTERS.**

a. Sick pay. Quotes for sick pay insurance cover were discussed. It was **RESOLVED** that an update would be given to Full Council and a recommendation would be made to delegate the final decision back to the Committee.

b. Pensions. The report was noted. It was **RESOLVED** that further advice would be sought and an update would be given at the next Full Council meeting.

c. Draft Contracts. The draft contracts were discussed, and it was **RESOLVED** that the final details would be delegated to the Clerk in consultation with Cllr Stratton.

d. Interviews and Selection. The process was agreed by **RESOLUTION.**

There being no other business, the meeting closed at 15:31.

Signed: _____ Date: _____
Chair

Report to: Full Council
Date of meeting: 13 May 2024
By: Clerk
Subject: Clerk's Report

Decision/s Required: To note update.

Update on outstanding actions from previous meetings not elsewhere on the agenda

1. Trees to be planted in Belfield Road

The public consultation has now closed. Written confirmation from the Landowner is required before planting can commence in autumn.

2. Work to memorials.

Work to the remaining memorials that require work to be scheduled in due course.

3. Additional Equipment for PA System

Funds have been allocated to an earmarked reserve. The equipment to be purchased in due course.

4. Photographic Competition

The competition advertising is ongoing.

Items to note

5. Vandalism / Damage

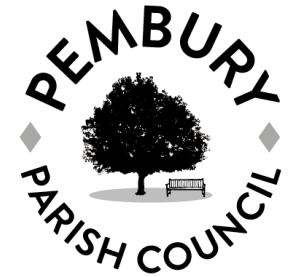
Nothing to report.

6. Other / Urgent actions taken

Nothing to report.

PEMBURY PARISH COUNCIL

Working for Pembury People



Council Risk Assessment

Approved 07/02/2022

Reviewed ~~22/01/2024~~ 29/04/2024

Version:	Date Approved:	Review Date:
1.0	03/07/2017	31/05/2018
2.0	05/03/2018	31/03/2019
3.0	04/02/2019	31/03/2020
4.0	03/02/2020	31/03/2021
5.0	01/02/2021	31/03/2022
6.0	07/02/2022	31/03/2023

1. Introduction

1.1. Risks

This is a high-level risk assessment for the Council to highlight key areas of risk where the Parish Council has full or partial responsibility for managing or mitigating risk. The Parish Council’s aim is to manage risks in a thoughtful and realistic manner. Since resources such as staff and Councillors’ time are limited, it is necessary to set priorities.

1.2. Methodology

Risks have been assessed using an industry standard approach. This risk assessment deals with strategic risks only. Each risk is scored using the table below which assesses the potential consequences with the likelihood of the risk happening. The resulting risk score then indicates the appropriate level of priority to be given to any mitigation against that risk.

1.3. Risk score matrix

		Consequences		
		Minor 3	Moderate 2	Major 1
Likelihood	Probable A	Yellow	Red	Red
	Possible B	Green	Yellow	Red
	Improbable C	Green	Green	Yellow

Key	Green Low Risk	Yellow Medium Risk	Red High Risk
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2. Risk Assessment

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
PHYSICAL ASSETS											
1.	Fire – injury to staff, councillors and members of the public and damage to property	1	B	H	<ul style="list-style-type: none"> • Fire alarm installed at the Parish Office • Fire risk assessment undertaken for all sites • Annual Maintenance contract in place 	•	1	C	M		
2.	Damage to buildings and property	1	B	H	<ul style="list-style-type: none"> • Insurance cover in place • Inventory and asset register reviewed and up to date. • Individual annual risk assessments undertaken for each site. • CCTV installed at office • Height of security fence increased around office 	•	1	C	M		
3.	Loss, damage or theft – office building contents	2	B	M	<ul style="list-style-type: none"> • Insurance cover in place • Security shutters installed on doors and windows • Inventory and asset register reviewed and up to date. • CCTV installed at office 	•	2	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> Height of security fence increased around office 						
4.	Loss, damage or theft – depot contents	2	A	H	<ul style="list-style-type: none"> Insurance cover in place Groundsmen equipment locked in depot building. Security measures improved. Security fencing installed January 2019. Inventory and asset register reviewed and up to date. 		2	B	M		
5.	Loss, damage or theft – play / gym equipment	2	A	H	<ul style="list-style-type: none"> Insurance cover in place Regular inspections to check for damage. Repairs/replacements undertaken following reports of damage. Annual RoSPA inspections undertaken. Recommended actions undertaken. Inventory and asset register reviewed and up to date. Risk assessments undertaken for each site. 		2	B	M		
6.	Loss, damage or theft – street furniture	1	B	H	<ul style="list-style-type: none"> Insurance cover in place 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> Inventory and asset register reviewed and up to date. Regular inspections of all street furniture in place 						
7.	Maintenance of equipment	1	A	H	<ul style="list-style-type: none"> Annual service undertaken for Grounds maintenance equipment 		2	B	M		
PUBLIC LIABILITY											
8.	Public safety in areas under the Parish Council's responsibility	1	B	H	<ul style="list-style-type: none"> Regular inspections undertaken and reported 		2	B	M		
9.	Street Column safety for hanging baskets and Christmas Lights	1	B	H	<ul style="list-style-type: none"> Apply for permit annually Load testing on all relevant street columns undertaken every 3 years 		2	B	M		
10.	Christmas Lights & Displays	1	A	H	<ul style="list-style-type: none"> Installed by professional contractor / electrician Risk assessment undertaken for Christmas Tree Regular inspection of Christmas Tree 		2	B	M		
11.	Events	2	A	H	<ul style="list-style-type: none"> Individual risk assessments 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					undertaken for each event <ul style="list-style-type: none"> Details of events submitted to TWBC for approval 						
FINANCIAL											
12.	Misappropriation of funds – theft / fraud / errors	1	B	H	<ul style="list-style-type: none"> Fidelity guarantee in place Internal audit by independent auditor at least once a year Internal controls and processes reviewed. Accounts for payment approved at a council meeting. Faster payments set up by an officer and approved by 2 signatories. Invoices supplied as back up for all transactions 		1	C	M		
13.	Investment loss	1	B	H	<ul style="list-style-type: none"> New bank account with Nationwide opened to spread risk. New bank account with Unity opened to spread the risk. 	<ul style="list-style-type: none"> Consider other providers to further spread risk and maximise yields 	1	C	M	FHR	On-going
14.	Insufficient or excessive funds	1	B	H	<ul style="list-style-type: none"> Comprehensive budget setting process in place 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> Monthly budget monitoring undertaken by the Clerk. Quarterly budget monitoring at Finance & HR Committee meetings Review of reserves undertaken regularly by the Finance & HR Committee with recommendations to Full Council at least annually 						
15.	Inaccurate accounts	2	A	H	<ul style="list-style-type: none"> Computerised accounting system used Monthly accounts prepared 	<ul style="list-style-type: none"> Review the need for sales ledger on Rialtas Omega software 	2	B	M	FHR	May 2024
16.	Banking arrangements	2	B	M	<ul style="list-style-type: none"> Cheques and cash banked promptly Monthly bank reconciliations undertaken Chair of Finance & HR Committee reviews bank reconciliation quarterly. Other councillors to review in other months. Finance & HR Committee clarify balances quarterly. 	<ul style="list-style-type: none"> 	3	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> • Faster payments set up by an officer and approved by 2 signatories. • Invoices checked by signatories before payments are set up • Changes to bank details for suppliers confirmed in writing. 						
17.	Payroll	2	B	M	<ul style="list-style-type: none"> • Computerised payroll system used • Entries made by Deputy Clerk and checked by the Clerk before it is audited by a member of the FHR Committee. • Monthly review of payroll records by a member of the Finance & HR Committee undertaken • Payments now made by Faster Payments through Unity. 2 councillor signatories to approve payments after review of payroll records. • Payments set up by the Clerk on Unity. 		3	C	L		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
<u>18.</u>	<u>Pension Liability</u>	<u>1</u>	<u>B</u>	H	• <u> </u>	<u>Further research being undertaken.</u>	<u>1</u>	<u>B</u>	H	<u>FHR</u>	
<u>19.</u>	<u>Sick Pay Liability</u>	<u>1</u>	<u>B</u>	H	• <u> </u>	<u>Insurance quotes being sought</u>	<u>1</u>	<u>B</u>	H	<u>FHR</u>	
18.2	Debit & Fuel Cards	2	B	M	<ul style="list-style-type: none"> • Debit and Fuel Card policy introduced. • Invoices provided to evidence the spending and reported to Full Council 		3	C	L		
19.2	Petty Cash	2	B	M	<ul style="list-style-type: none"> • Float is responsibility of one member of staff • Receipts required for all expenditure • Review undertaken. • 2 signatures required for all spending. • Monthly analysis of spending and reconciliation to accounts. • Quarterly check made by Chair of Finance & HR Committee to reconcile cash and records. 		3	C	L		
20.2	Bad debts	2	B	M	<ul style="list-style-type: none"> • Write off bad debts approved by Full Council. 		3	C	L		
REGULATORY / STATUTORY / CONTRACTUAL											

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
21.2	Breach of Health and Safety Responsibilities	1	A	H	<ul style="list-style-type: none"> Public and Employers Liability insurance in place Health and Safety Policy in place and regularly reviewed Review of system, policies and processes undertaken 		1	B	M		
22.2	Breach of employment legislation	2	A	H	<ul style="list-style-type: none"> Review of policies and procedures undertaken Benchmarking and review of pay and benefits undertaken Policies updated regularly as required 		2	B	M		
23.2	Breach of contractual obligations	1	A	H	<ul style="list-style-type: none"> Contracts prepared in conjunction with legal advisors. All staff have signed employment contracts. 		1	C	M		
24.2	Breach of regulations governing Local Councils	2	A	H	<ul style="list-style-type: none"> Qualified Clerk in post KALC membership for advice and training SLCC membership for advice and training Declarations of interest documented Achieved Quality Council status 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
25.2	Adoption and adherence to the Code of Conduct	2	B	M	<ul style="list-style-type: none"> Each Councillor provided with a copy of the Code of Conduct Training offered to all Councillors Disclosable Pecuniary Interest published on Council website. Review of all DPI forms being undertaken 	•	2	C	L		
SERVICES											
26.2	Burial Grounds – breach of regulations and contractual rights	1	B	H	<ul style="list-style-type: none"> Records maintained and kept up to date Cemetery regulations reviewed. Continuing staff training undertaken Transfer of Exclusive Right of Burial introduced. Thorough review of records being undertaken 	<ul style="list-style-type: none"> <u>New staff to receive training at the earliest opportunity</u> <u>Short term ongoing support from external sources to be investigated</u> 	2	B	MH		
27.2	Burial Grounds – Disputes and complaints	1	B	H	<ul style="list-style-type: none"> Records maintained and kept up to date Historical records reviewed and corrected when necessary Annual review of fees undertaken 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> • Sensitive handling of bereaved members of the public • Individual risk assessments undertaken for each site 						
<u>28.3</u>	Memorials – injury to members of the public	2	B	M	<ul style="list-style-type: none"> • Regular memorial safety testing now in place • Recommendation to undertake remedial works for high priority memorials • Computerised software being used, and information being input into the system • Budget allocated for memorial repairs when owners cannot be contacted 	<ul style="list-style-type: none"> • Memorial policy to be introduced • Dangerous memorials to be stake and banded to make safe until remedial work undertaken 	2	C	L		
<u>29.3</u>	Allotments – breach of regulations and contractual rights	2	A	H	<ul style="list-style-type: none"> • Regular site inspections undertaken • Vacant plots maintained and kept tidy. • Individual risk assessments undertaken for the site • Staff training undertaken 	<ul style="list-style-type: none"> • 	2	B	M		
<u>30.3</u>	Trees	1	A	H	<ul style="list-style-type: none"> • Tree management policy in place 		2	B	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
					<ul style="list-style-type: none"> Annual Visual Tree Assessments undertaken by qualified contractor and recommendations actioned Regular inspections introduced including those following extreme weather conditions. 						
31.3	Coronavirus	2	A	H	<ul style="list-style-type: none"> Restrictions followed and facilities closed if appropriate Office staff to work from home if they have Covid (if they are well enough to undertake work) Grounds staff to work outdoors only if they have Covid (if they are well enough to undertake work) 	•	2	B	M		
OFFICE & ADMINISTRATION											
32.3	Computer Failure	1	B	H	<ul style="list-style-type: none"> IT contract in place Cloud storage of documents implemented Virus protection updated regularly Cyber insurance cover in place. 		1	C	M		

Item	Hazard	Consequences	Likelihood	Risk Score Before Controls H / M / L	Existing Internal Controls	Further mitigation required	Consequences	Likelihood	Risk Score after controls H / M / L	Action By Whom	Action by When
33.3	Cyber Attacks	1	B	H	<ul style="list-style-type: none"> • Firewall in place on PPC IT equipment • Cyber insurance in place • Advice from IT Contractor received. 	<ul style="list-style-type: none"> • Creation of BYOD policy • Ensure cllrs comply with BYOD policy • Consider upgrade of officer Microsoft account with additional security features. • Share information on password security with cllrs. 	2	B	M		

Pembury Parish Council

Statement on Internal Control for the Year Ending 31 March 2024

1. SCOPE OF RESPONSIBILITY

Pembury Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control as required by Section 2 of the Annual Return – Annual Governance Statement.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2024 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets for the following year at its December or January meeting. The December or January meeting of the Council approves the level of precept for the following financial year.

The Full Council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council must authorise every Faster payment or cheque.

Income:

All income is received and banked in the Councils' name in a timely manner and reported to the Council.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor, Mulberry & Co, who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditors, Mazars, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council.
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks.
- the independent Internal Auditor who reviews the Council's system of internal control.
- Mazars, the Council's external auditors, who make the final check using the Annual Governance & Accountability Return, a form completed and signed by the Responsible Financial Officer, the Chair and the Internal Auditor. Mazars issue an annual audit certificate.
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2023-24 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Chair
Pembury Parish Council

Clerk
Pembury Parish Council

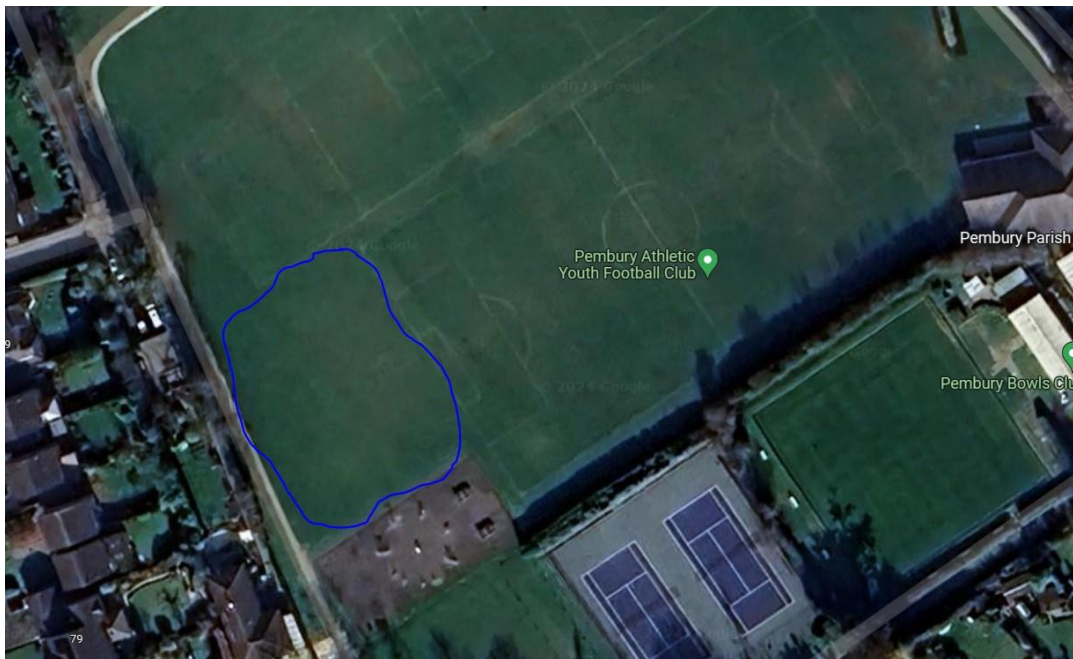
Date

Report to: Full Council
Date: 13 May 2024
By: Locum Deputy Clerk
Subject: Proposal for additional goalposts Lower Green Recreation Ground

Decision/s Required: **To consider adding football goalposts for informal use and consider funding options.**

1. Background

Councillor Snow has suggested that it would be beneficial for children over the summer if there were a pair of 12' football goals without nets provided on the Lower Green Road recreation ground. While there are pitches on the MUGA, these do not allow players to dive for goals as it is on tarmac. To be located as shown on the map below in blue:



2. Findings

The Locum deputy clerk met with the head groundsman and some constraints were identified (see map with small available area marked above) particularly if no nets are provided:

- Proximity to rear boundary of residential gardens, perimeter path, outdoor gym and tennis courts, and potential for nuisance issues.

- Whilst the football club has offered to pay for one goal if PPC pay for the other, this project is not budgeted for.
- Preliminary costings are provided for the supply of goals only.

3. Installation

The goals must be fixed to ground sockets. BS EN safety standards advise that sockets need to be set into a minimum concrete block of 60cm x 60cm x 60cm. Rough costs for sockets have been found from £60 to £200 for 1 pair of sockets depending on size plus a suitable amount of concrete. It is presumed that the Grounds Maintenance Team would install the goals.

4. Costs

Estimates have been obtained from the internet for 2 goals only. This does not include ground sockets, lockable fixings or delivery.

- £1,031.86 – no nets. Recommended by Pembury Athletic Football Club
- £731.60 – no nets.
- £599 in the sale – no nets.

5. Recommendation

If the Council agree to go ahead with the project:

- lockable fixings should be used for the goal posts.
- full costings to be obtained.
- funding options to be researched as no budget has been allocated.

Pembury Parish Council

Our Ref:	Payee	Description	Total £
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ACCOUNTS FOR PAYMENT - PAID

Chq 5075	Pembury Parish Council	Funds for Unity Bank	30,000.00
05/020	Claire Stewart	Locum Deputy Clerk	1,017.13
			31,017.13

ACCOUNTS FOR PAYMENT BY BACS - MAY 2024

05/021	HMRC	Tax/NI	2,702.13
05/022	Kent Pension Fund	Pensions	2,822.94
05/023	ICCM	Annual Subscriptions	100.00
05/024	KALC	Annual Subscriptions	2,118.00
05/025	Tivoli	Dog bin empties April 2024	397.68
05/026	Knockout Print	Annual Parish Meeting banner	48.00
05/027	Streetlights	6 monthly Maintenance	782.32
05/028	Wise Stonecraft	Grave digging April 2024	1,200.00
05/029	Heliocentrix	IT Support April 2024	259.52
05/030	Capel Groundcare	Swing repair & adult gym sign	1,370.38
			11,800.97

DEBIT CARD - APRIL 2024

DC04/01	Globe Packaging	Black sacks for grounds maint	88.80
DC04/02	Cash	Petty Cash	100.00
DC04/03	Amazon	Elastic bands / sponge	15.80
DC04/04	Amazon	Washing Up liquid	12.99
DC04/05	Amazon	Laminating pouches	11.41
DC04/06	Amazon	Swarfega	11.99
DC04/07	Amazon	Snap frames for tennis courts	57.50
DC04/08	Amazon	Wash mit	6.90
DC04/09	Canva	Annual subscription to design software	99.99
			188.80

DIRECT DEBITS - APRIL 2024

DD 04/01	Wex	Fuel charges	76.97
DD 04/02	SSE	Unmetered Supply	163.53
DD 04/03	Wex	Fuel Charges	58.99
DD 04/04	TWBC	Business Rates Cemetery	52.03
DD 04/05	TWBC	Business Rates Office & Depot	994.13
DD 04/06	Wex	Fuel Charges	126.61
DD 04/07	KCC	Photocopying charges	170.96
DD 04/08	BT	Telephone & Broadband	84.84
DD 04/09	Castle Water	Water - Woodside	9.93
DD 04/10	Castle Water	Water - Lower Green Cemetery	7.19
DD 04/11	Castle Water	Water - Pembury Burial Grounds	8.27
DD 04/12	Sage	Payroll support	15.60
DD 04/13	Castle Water	Water - allotments	5.99
DD 04/14	O2	Mobile phone charges	102.10
DD 04/15	Veolia	Waste charges	100.22
DD 04/16	Wex	Fuel Charges	96.50
			2,073.86

CONFIDENTIAL SALARIES - APRIL 2024

CS 04/01			8,754.88
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TOTAL EXTERNAL PAYMENTS**53,835.64****Internal Payments - May 2024**

Chq 5076	Pembury Parish Council	Funds for Unity Bank Account	£ 30,000.00
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TOTAL INTERNAL PAYMENTS**£ 30,000.00**

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Council Income</u>							
1076 Precept	247,504	247,504	(0)			100.0%	
1080 Bank Interest	3,498	250	(3,248)			1399.2%	
Council Income :- Income	251,002	247,754	(3,248)			101.3%	0
Net Income	251,002	247,754	(3,248)				
<u>110 Administration Costs</u>							
4000 Staff Wages & Pension	91,659	91,735	76		76	99.9%	
4060 Training	656	625	(31)		(31)	105.0%	
4070 Medical Assessment	25	60	35		35	41.7%	
4080 Cllrs' Expenses	37	100	63		63	37.1%	
4090 Cllrs' Training	388	350	(38)		(38)	110.9%	
4091 Election Costs	923	0	(923)		(923)	0.0%	923
4100 Maintenance	1,254	1,000	(254)		(254)	125.4%	
4110 Electricity	1,587	2,200	613		613	72.2%	
4120 Rates	3,877	3,800	(77)		(77)	102.0%	
4130 Cleaning	822	720	(102)		(102)	114.2%	
4135 Stationery & Office Costs	439	750	311		311	58.6%	
4140 Photocopier	700	850	150		150	82.3%	
4145 Postage	67	100	33		33	67.1%	
4150 Telephone / Internet	776	750	(26)		(26)	103.5%	
4155 Mobile Phone	1,029	900	(129)		(129)	114.3%	
4160 Computers, IT & website	5,085	5,250	165		165	96.9%	
4170 Mileage	33	50	17		17	66.6%	
4175 Meeting Costs	151	200	49		49	75.5%	
Administration Costs :- Indirect Expenditure	109,511	109,440	(71)	0	(71)	100.1%	923
Net Expenditure	(109,511)	(109,440)	71				
6000 plus Transfer from EMR	923	0	(923)				
Movement to/(from) Gen Reserve	(108,588)	(109,440)	(852)				
<u>120 Allotment</u>							
1200 Allotments Income	2,324	1,750	(574)			132.8%	
Allotment :- Income	2,324	1,750	(574)			132.8%	0
4100 Maintenance	251	250	(1)		(1)	100.4%	
4200 Water	370	650	280		280	57.0%	
Allotment :- Indirect Expenditure	621	900	279	0	279	69.0%	0
Net Income over Expenditure	1,702	850	(852)				

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Burial Grounds</u>							
1300 Burials Income	22,572	23,000	428			98.1%	
Burial Grounds :- Income	22,572	23,000	428			98.1%	0
4100 Maintenance	6,303	500	(5,803)		(5,803)	1260.6%	
4120 Rates	484	450	(34)		(34)	107.6%	
4200 Water	257	450	193		193	57.1%	
4300 Gravedigging	4,900	3,200	(1,700)		(1,700)	153.1%	
4310 Memorial Plaques & Benches	921	500	(421)		(421)	184.3%	
4311 Memorial Inspections	1,150	1,400	250		250	82.1%	
4320 Burial Refund	830	0	(830)		(830)	0.0%	
Burial Grounds :- Indirect Expenditure	14,845	6,500	(8,345)	0	(8,345)	228.4%	0
Net Income over Expenditure	7,726	16,500	8,774				
<u>140 Open Space Costs</u>							
1090 Grants Received	1,095	0	(1,095)			0.0%	1,095
1100 Other Income	0	5,000	5,000			0.0%	
1105 Insurance Claim	1,794	0	(1,794)			0.0%	
1400 Tennis Coaching Court Hire	1,661	1,800	139			92.3%	1,661
1410 Rechargeable Open Space Income	811	400	(411)			202.7%	
1420 Club Rent	3,573	3,600	27			99.3%	
1440 Footpath Map Sales	68	150	82			45.3%	
Open Space Costs :- Income	9,002	10,950	1,948			82.2%	2,756
4000 Staff Wages & Pension	81,101	78,358	(2,743)		(2,743)	103.5%	
4060 Training	193	200	7		7	96.3%	
4100 Maintenance	5,121	7,410	2,289		2,289	69.1%	
4110 Electricity	376	1,000	624		624	37.6%	
4120 Rates	5,135	5,100	(35)		(35)	100.7%	
4200 Water	1,545	0	(1,545)		(1,545)	0.0%	
4400 Corporate Clothing	203	200	(3)		(3)	101.6%	
4405 G/men Renewal	1,734	2,000	266		266	86.7%	
4410 Truck Licence / MOT	320	300	(20)		(20)	106.7%	
4415 Insurance	871	950	79		79	91.7%	
4416 Expenditure - insurance claim	2,044	0	(2,044)		(2,044)	0.0%	
4420 Fuel	2,197	2,750	553		553	79.9%	
4425 Vehicle Repairs & Servicing	2,475	1,000	(1,475)		(1,475)	247.5%	
4430 Trees / Hedges	11,526	10,000	(1,526)		(1,526)	115.3%	
4435 G/men Supplies	1,285	1,450	165		165	88.6%	
4440 Sports Ground / Pavilion Cost	755	875	120		120	86.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Rechargeable Open Space Costs	811	400	(411)		(411)	202.7%	
4450 Floral Display	1,079	1,000	(79)		(79)	107.9%	
4460 Waste Charges	694	650	(44)		(44)	106.8%	
4465 Dog Bins	2,583	3,600	1,017		1,017	71.8%	
4470 War Memorial	1,095	0	(1,095)		(1,095)	0.0%	1,095
4805 Vehicle Replacement	0	3,000	3,000		3,000	0.0%	
4815 Tennis Court Refurbishment	0	4,800	4,800		4,800	0.0%	
Open Space Costs :- Indirect Expenditure	123,142	125,043	1,901	0	1,901	98.5%	1,095
Net Income over Expenditure	(114,140)	(114,093)	47				
6000 plus Transfer from EMR	1,095	0	(1,095)				
6001 less Transfer to EMR	2,756	0	(2,756)				
Movement to/(from) Gen Reserve	(115,801)	(114,093)	1,708				
<u>150 Communications, Events & PR</u>							
1500 PVN Adverts	5,254	8,500	3,246			61.8%	
1510 Firework Income	7,682	5,000	(2,682)			153.6%	
1515 Carols on the Green Income	147	0	(147)			0.0%	147
1520 Pembury in the Park Income	1,310	1,000	(310)			131.0%	
Communications, Events & PR :- Income	14,393	14,500	107			99.3%	147
4500 Newsletter Production	7,055	7,100	45		45	99.4%	
4510 Fireworks Costs	7,747	7,000	(747)		(747)	110.7%	
4520 Pembury in the Park Costs	1,557	1,500	(57)		(57)	103.8%	
4530 Remembrance Day	413	450	37		37	91.8%	
4540 Christmas Lights Display	9,509	7,000	(2,509)		(2,509)	135.8%	1,890
4550 Christmas Carols/Light Switch	107	300	193		193	35.7%	
4565 Coronation bunting	80	0	(80)		(80)	0.0%	
4566 PA System	410	0	(410)		(410)	0.0%	
Communications, Events & PR :- Indirect Expenditure	26,878	23,350	(3,528)	0	(3,528)	115.1%	1,890
Net Income over Expenditure	(12,486)	(8,850)	3,636				
6000 plus Transfer from EMR	1,890	0	(1,890)				
6001 less Transfer to EMR	147	0	(147)				
Movement to/(from) Gen Reserve	(10,742)	(8,850)	1,892				
<u>160 Planning & Highways Cost</u>							
4600 Street Lighting / Maintenance	11,209	2,100	(9,109)		(9,109)	533.8%	
4610 Highway Lighting	1,553	2,500	947		947	62.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Defibrillator	0	75	75		75	0.0%	
4630 General Planning Costs	255	0	(255)		(255)	0.0%	255
4825 Bus shelter seating	4,686	0	(4,686)		(4,686)	0.0%	4,686
Planning & Highways Cost :- Indirect Expenditure	17,704	4,675	(13,029)	0	(13,029)	378.7%	4,941
Net Expenditure	(17,704)	(4,675)	13,029				
6000 plus Transfer from EMR	4,941	0	(4,941)				
Movement to/(from) Gen Reserve	(12,762)	(4,675)	8,087				
170 Council Costs							
4415 Insurance	5,319	5,250	(69)		(69)	101.3%	
4700 Audit Fees	1,301	1,600	299		299	81.3%	
4705 Legal & Professional Fees	1,525	0	(1,525)		(1,525)	0.0%	
4710 Data Protection Officer	350	350	0		0	100.0%	
4720 Bank Charges	114	120	6		6	95.1%	
4730 Loan Repayments	4,119	4,119	0		0	100.0%	
4740 Grants / Donations	2,122	1,400	(722)		(722)	151.5%	628
4750 Remembrance Wreath & Crosses	175	175	0		0	100.0%	
4770 Subscriptions	2,222	2,100	(122)		(122)	105.8%	
Council Costs :- Indirect Expenditure	17,247	15,114	(2,133)	0	(2,133)	114.1%	628
Net Expenditure	(17,247)	(15,114)	2,133				
6000 plus Transfer from EMR	628	0	(628)				
Movement to/(from) Gen Reserve	(16,619)	(15,114)	1,505				
180 Projects							
1090 Grants Received	2,700	5,100	2,400			52.9%	
Projects :- Income	2,700	5,100	2,400			52.9%	0
4800 Neighbourhood Development Plan	440	800	360		360	55.0%	
4810 Carbon Audit	0	1,500	1,500		1,500	0.0%	
4811 Energy Consultant	0	1,000	1,000		1,000	0.0%	
4813 Twitten Signage	1,050	0	(1,050)		(1,050)	0.0%	
4815 Tennis Court Refurbishment	5,826	0	(5,826)		(5,826)	0.0%	5,826
4820 Large Water Butts x 2	1,100	800	(300)		(300)	137.5%	1,000
4830 New Accounting Software	2,850	2,732	(118)		(118)	104.3%	
4850 LG Rec Storage	1,540	1,000	(540)		(540)	154.0%	400
4860 Playground Surfacing	0	5,000	5,000		5,000	0.0%	
4870 Defibrillator Cabinet	460	500	40		40	92.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4880 Fruit Tree Avenue	1,236	1,000	(236)		(236)	123.6%	
4890 Wildflower Meadow Improvement	469	300	(169)		(169)	156.2%	
4900 Notice boards	0	3,000	3,000		3,000	0.0%	
4905 Old Coach Rd replacement bench	0	400	400		400	0.0%	
Projects :- Indirect Expenditure	14,970	18,032	3,062	0	3,062	83.0%	7,226
Net Income over Expenditure	(12,270)	(12,932)	(662)				
6000 plus Transfer from EMR	7,226	0	(7,226)				
Movement to/(from) Gen Reserve	(5,044)	(12,932)	(7,888)				
Grand Totals:- Income	301,992	303,054	1,062			99.6%	
Expenditure	324,918	303,054	(21,864)	0	(21,864)	107.2%	
Net Income over Expenditure	(22,926)	0	22,926				
plus Transfer from EMR	16,703	0	(16,703)				
less Transfer to EMR	2,903	0	(2,903)				
Movement to/(from) Gen Reserve	(9,126)	0	9,126				

Pembury Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Natwest Current	10,000.00	
31/03/2024	Natwest Reserves	27,941.17	
31/03/2024	Nationwide Savers	5,264.48	
31/03/2024	Unity Bank Current	5,235.08	
31/03/2024	Petty Cash	19.09	
31/03/2024	Nationwide 35 day saver	20,555.21	
31/03/2024	Nationwide 95 Day Saver	15,490.07	
31/03/2024	Nationwide 125 day saver	20,653.42	
31/03/2024	Nationwide 1 year saver	25,000.00	
			130,158.52

Receipts not on Bank Statement

0.00

Closing Balance

130,158.52

All Cash & Bank Accounts

1	Natwest Current	10,000.00
2	Natwest Business Reserve	27,941.17
3	Nationwide Savers	5,264.48
4	Unity Bank Current	5,235.08
5	Petty Cash	19.09
6	Nationwide 35 Day Saver	20,555.21
7	Nationwide 95 Day Saver	15,490.07
8	Nationwide 125 Day Saver	20,653.42
9	Nationwide 1 year Saver	25,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	130,158.52



NatWest

Transactions

Account type: **Business Current**

Account number: **16375734**

Sort code: **557013**

Account name: **SLA PEMBURY PARISH C**

Your transactions

Date: **02 Apr 2024**

Showing: **01 Mar 2024 to 31 Mar 2024, All Transactions**

Date	Type	Description	Paid in	Paid out	Balance
28 Mar 2024	D/D	O2 , 05754468/001		£102.10	£10,000.00
28 Mar 2024	D/D	VEOLIA ES UK LTD , 05288801		£88.08	£10,102.10
28 Mar 2024		FROM 16375831	£65.18		£10,190.18
28 Mar 2024	BAC	BARNES KINGSNORTH , 23-024	£125.00		£10,125.00
27 Mar 2024		TO 16375831		£213.75	£10,000.00
27 Mar 2024	DPC	PETER HOARE LTD , CHRIS HOARE AD , VIA ONLINE - PYMT	£213.75		£10,213.75
25 Mar 2024	D/D	CASTLE WATER LTD , SE0020576408		£1,676.31	£10,000.00
25 Mar 2024	POS	6701 23MAR24 , BOON TRADING , NETHERLAN , AMSTERDAM NL		£107.08	£11,676.31
25 Mar 2024		FROM 16375831	£748.39		£11,783.39
25 Mar 2024	BAC	HENRY PAUL F , 3157/J AUST , FP 23/03/24 1132 , 434022712311323001	£555.00		£11,035.00
25 Mar 2024	BAC	[REDACTED] , PLOT 25 [REDACTED] FP 25/03/24 1535 , FP24085004801014	£50.00		£10,480.00
25 Mar 2024	BAC	HENRY PAUL F , 3160/P MORPHETT , FP 23/03/24 1135 , 085772415311323001	£380.00		£10,430.00
25 Mar 2024	BAC	[REDACTED] , ALLOTMENT PLOT 73 , FP 25/03/24 1547 , RP4679968928763700	£50.00		£10,050.00
22 Mar 2024		TO 16375831		£1,047.53	£10,000.00
22 Mar 2024	D/D	CASTLE WATER LTD , SE0010577901		£2.47	£11,047.53
22 Mar 2024	BAC	TUNBRIDGE WELLS BC	£1,050.00		£11,050.00
21 Mar 2024		TO 16375831		£34.40	£10,000.00
21 Mar 2024	D/D	SAGE GLOBAL SERVIC, GGD MCKT		£15.60	£10,034.40
21 Mar 2024	DPC	[REDACTED] , Plot 27 [REDACTED] VIA MOBILE - PYMT	£50.00		£10,050.00
19 Mar 2024		TO 16375831		£98.21	£10,000.00
19 Mar 2024	D/D	CASTLE WATER LTD , SE0020590526		£7.88	£10,098.21
19 Mar 2024	D/D	CASTLE WATER LTD , SE0010577912		£6.72	£10,106.09
19 Mar 2024	D/D	CASTLE WATER LTD , SE0010577042		£12.19	£10,112.81
19 Mar 2024	BAC	ACCOUNTANCY & TAXA, 23-023 , FP 19/03/24 1021 , QDP7N1ZPKPZY26XLE	£125.00		£10,125.00



NatWest

Date	Type	Description	Paid in	Paid out	Balance
18 Mar 2024	D/D	WEX EUROPE SERVICE, 30047594		£93.80	£10,000.00
18 Mar 2024	D/D	BT GROUP PLC , GP00456220-000066		£77.57	£10,093.80
18 Mar 2024		FROM 16375831	£171.37		£10,171.37
12 Mar 2024	CHQ	005073		£15,000.00	£10,000.00
12 Mar 2024		FROM 16375831	£14,255.00		£25,000.00
11 Mar 2024	POS	6701 08MAR24 C , POST OFFICE , COUNTER , TUNBRIDGE WEL GB		£24.00	£10,745.00
11 Mar 2024		FROM 16375831	£6.00		£10,769.00
11 Mar 2024	C/R	100553	£763.00		£10,763.00
08 Mar 2024		TO 16375831		£1,707.50	£10,000.00
08 Mar 2024	BAC	HENRY PAUL F , 3156/B TURNER , FP 08/03/24 1626 , 882440836261803001	£85.00		£11,707.50
08 Mar 2024	BAC	HENRY PAUL F , 3137/R BARKER , FP 08/03/24 1554 , 137375524551803001	£130.00		£11,622.50
08 Mar 2024	BAC	HENRY PAUL F , 3136/J LLOYD , FP 08/03/24 1552 , 424692142551803001	£1,185.00		£11,492.50
08 Mar 2024	BAC	CREATE BALANCE LIM, CREATE BALANCE , FP 08/03/24 1544 , OPK5VEJK8WE55NMZ63	£277.50		£10,307.50
08 Mar 2024	BAC	HENRY PAUL F , 3140/R SELLINGS , FP 08/03/24 1557 , 702280037551803001	£30.00		£10,030.00
05 Mar 2024		TO 16375831		£154.00	£10,000.00
05 Mar 2024	DPC	SWAIN J , FEB 2024 , VIA MOBILE - PYMT	£154.00		£10,154.00
04 Mar 2024	D/D	WEX EUROPE SERVICE, 30047594		£21.60	£10,000.00
04 Mar 2024	D/D	SSE ENERGY SUPPLY , 0070185-DD00266902		£404.34	£10,021.60
04 Mar 2024	D/D	SSE ENERGY SUPPLY , 0070185-DD00266868		£174.82	£10,425.94
04 Mar 2024		FROM 16375831	£600.76		£10,600.76

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Transactions

Your transactions

Date: 02 Apr 2024

Showing: 01 Mar 2024 to 31 Mar 2024, All Transactions

Account type: **Business Reserve Account**
Account number: **16375831**
Sort code: **557013**
Account name: **SLA PEMBUR PAR CN CS**

Date	Type	Description	Paid in	Paid out	Balance
28 Mar 2024		TO 16375734		£65.18	£27,941.17
28 Mar 2024	INT	28MAR GRS 16375831	£37.05		£28,006.35
27 Mar 2024		FROM 16375734	£213.75		£27,969.30
25 Mar 2024		TO 16375734		£748.39	£27,755.55
22 Mar 2024		FROM 16375734	£1,047.53		£28,503.94
21 Mar 2024		FROM 16375734	£34.40		£27,456.41
19 Mar 2024		FROM 16375734	£98.21		£27,422.01
18 Mar 2024		TO 16375734		£171.37	£27,323.80
12 Mar 2024		TO 16375734		£14,255.00	£27,495.17
11 Mar 2024		TO 16375734		£6.00	£41,750.17
08 Mar 2024		FROM 16375734	£1,707.50		£41,756.17
05 Mar 2024		FROM 16375734	£154.00		£40,048.67
04 Mar 2024		TO 16375734		£600.76	£39,894.67

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Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Ms Helen Munro
Pembury Parish Council
Parish Council Offices
Lower Green Recreation Ground
Pembury
TN2 4DZ

Date: 31/03/2024

Account Name: Pembury Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20403179

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **unity.co.uk**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/03/2024		Balance brought forward	£0.00	£0.00	£30,356.79
06/03/2024	Faster Payment Debit	B/P to: Kidmans Ltd	£342.38	£0.00	£30,014.41
06/03/2024	Faster Payment Debit	B/P to: Bright Sparks	£368.40	£0.00	£29,646.01
06/03/2024	Faster Payment Debit	B/P to: One Ten Electrical	£116.91	£0.00	£29,529.10

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Statement number 087

**For Businesses.
For Communities.
For Good.**

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
06/03/2024	Faster Payment Debit	B/P to: Wise Stonecraft	£400.00	£0.00	£29,129.10
06/03/2024	Faster Payment Debit	B/P to: Greenbarnes Ltd	£136.88	£0.00	£28,992.22
06/03/2024	Faster Payment Debit	B/P to: Wicksteed Ltd	£189.77	£0.00	£28,802.45
06/03/2024	Faster Payment Debit	B/P to: Streellights	£11,340.00	£0.00	£17,462.45
06/03/2024	Faster Payment Debit	B/P to: Heliocentrix	£194.99	£0.00	£17,267.46
06/03/2024	Faster Payment Debit	B/P to: The Living Forest	£716.40	£0.00	£16,551.06
06/03/2024	Faster Payment Debit	B/P to: BQ	£21.22	£0.00	£16,529.84
06/03/2024	Faster Payment Debit	B/P to: Sevenoaks District	£70.00	£0.00	£16,459.84
06/03/2024	Faster Payment Debit	B/P to: Tivoli Group Ltd	£151.20	£0.00	£16,308.64
06/03/2024	Faster Payment Debit	B/P to: KALC	£84.00	£0.00	£16,224.64
06/03/2024	Faster Payment Debit	B/P to: Mrs J Wanstall	£260.00	£0.00	£15,964.64
12/03/2024	Credit	Credit 000046	£0.00	£15,000.00	£30,964.64
15/03/2024	Faster Payment Debit	B/P to: KCC Kent Pension	£2,817.72	£0.00	£28,146.92
15/03/2024	Faster Payment Debit	B/P to: HMRC Cumbernauld	£2,693.79	£0.00	£25,453.13
25/03/2024	Faster Payment Debit	[REDACTED]	[REDACTED]	£0.00	[REDACTED]
25/03/2024	Faster Payment Debit	[REDACTED]	[REDACTED]	£0.00	[REDACTED]
25/03/2024	Faster Payment Debit	[REDACTED]	[REDACTED]	£0.00	[REDACTED]
25/03/2024	Faster Payment Debit	[REDACTED]	[REDACTED]	£0.00	[REDACTED]
25/03/2024	Faster Payment Debit	[REDACTED]	[REDACTED]	£0.00	[REDACTED]
27/03/2024	Faster Payment Debit	B/P to: SKF Contractors	£6,758.40	£0.00	£10,569.30
27/03/2024	Faster Payment Debit	B/P to: Clear Councils	£1,364.36	£0.00	£9,204.94
27/03/2024	Faster Payment Debit	B/P to: Clear Councils	£3,942.11	£0.00	£5,262.83
28/03/2024	Fee	Manual Credit Handling Charge	£0.60	£0.00	£5,262.23
31/03/2024	Fee	Service Charge	£27.15	£0.00	£5,235.08

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Statement number 087

**For Businesses.
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For Good.**

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INVESTORS IN PEOPLE
We Invest in people. Gold



Summary for 01 Mar 2024 - 31 Mar 2024

Start Balance	5,254.67
Total In	9.81
Total Out	0.00
End Balance	5,264.48

Private & Confidential
 Attn of Helen Jane Munro
 Pembury Parish Council
 Pembury Parish Council Office
 Lower Green Recreation Ground
 Lower Green Road
 Pembury
 United Kingdom
 TN2 4DZ

Client Name Pembury Parish Council
 Account Type Business Instant Saver Issue 9 - Monthly

Account Number 90118827
 Statement Number 76
 Currency Sterling
 Interest Rate as at 31 Mar 2024 2.20%

Date	Description	Details	Payments	Receipts	Balance
01 Mar 2024	Start Balance				5,254.67
31 Mar 2024	Interest Credited	For the period 01 Mar 2024 to 31 Mar 2024		9.81	5,264.48
31 Mar 2024	End Balance				5,264.48

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
 Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services
 Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2023 to 31 March 2024 £ 168.64

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Summary for 03 May 2023 - 31 Mar 2024

Start Balance	20,000.00
Total In	555.21
Total Out	0.00
End Balance	20,555.21

Private & Confidential
 Attn of Helen Jane Munro
 Pembury Parish Council
 Pembury Parish Council Office
 Lower Green Recreation Ground
 Lower Green Road
 Pembury
 United Kingdom
 TN2 4DZ

Client Name Pembury Parish Council
 Account Type Business 35 Day Saver Issue 2 - Annual

Account Number 90210912
 Statement Number 2
 Currency Sterling
 Interest Rate as at 31 Mar 2024 3.35%

Date	Description	Details	Payments	Receipts	Balance
03 May 2023	Start Balance				20,000.00
31 Mar 2024	Interest Credited	For the period 27 Apr 2023 to 31 Mar 2024		555.21	20,555.21
31 Mar 2024	End Balance				20,555.21

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
 Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2023 to 31 March 2024 £ 555.21

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Summary for 03 May 2023 - 31 Mar 2024

Start Balance	15,000.00
Total In	490.07
Total Out	0.00
End Balance	15,490.07

Private & Confidential
 Attn of Helen Jane Munro
 Pembury Parish Council
 Pembury Parish Council Office
 Lower Green Recreation Ground
 Lower Green Road
 Pembury
 United Kingdom
 TN2 4DZ

Client Name Pembury Parish Council
 Account Type Business 95 Day Saver Issue 11 - Annual

Account Number 90210947
 Statement Number 2
 Currency Sterling
 Interest Rate as at 31 Mar 2024 4.30%

Date	Description	Details	Payments	Receipts	Balance
03 May 2023	Start Balance				15,000.00
31 Mar 2024	Interest Credited	For the period 28 Apr 2023 to 31 Mar 2024		490.07	15,490.07
31 Mar 2024	End Balance				15,490.07

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
 Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services
 Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2023 to 31 March 2024 £ 490.07

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Summary for 03 May 2023 - 31 Mar 2024

Start Balance	20,000.00
Total In	653.42
Total Out	0.00
End Balance	20,653.42

Private & Confidential
 Attn of Helen Jane Munro
 Pembury Parish Council
 Pembury Parish Council Office
 Lower Green Recreation Ground
 Lower Green Road
 Pembury
 United Kingdom
 TN2 4DZ

Client Name Pembury Parish Council
 Account Type Business 125 Day Saver Issue 4 - Annual

Account Number 90210955
 Statement Number 2
 Currency Sterling
 Interest Rate as at 31 Mar 2024 3.90%

Date	Description	Details	Payments	Receipts	Balance
03 May 2023	Start Balance				20,000.00
31 Mar 2024	Interest Credited	For the period 28 Apr 2023 to 31 Mar 2024		653.42	20,653.42
31 Mar 2024	End Balance				20,653.42

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS)
 Please find enclosed a copy of the FSCS Information Sheet and Exclusion List which provides information about the Financial Services Compensation Scheme and the protection that it provides.

Interest paid during the period 1 April 2023 to 31 March 2024 £ 653.42

If you have a Notice or Instant Access account, you can pay in as often as you like. Just check your terms and conditions to find out the minimum payment and maximum balance for your account type. You can find out how to make a payment on the back of this statement.

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

Current Assets

0	Debtors	1,746
0	VAT Control A/c	6,079
0	Prepayments	7,080
0	Accrued Income	600
0	Natwest Current	10,000
0	Natwest Business Reserve	27,941
0	Nationwide Savers	5,264
0	Unity Bank Current	5,235
0	Nationwide 35 Day Saver	20,555
0	Nationwide 95 Day Saver	15,490
0	Nationwide 125 Day Saver	20,653
0	Nationwide 1 year Saver	25,000
0	Petty Cash	19

0

145,664
0 Total Assets

145,664
Current Liabilities

0	Creditors	11,334
0	Accruals	1,525
0	Allotment Deposits	2,150
0	Receipts In Advance	4,105
0	PAYE & NI	2,702
0	Pension Control LGPS	2,823

0

24,639
0 Total Assets Less Current Liabilities

121,024
Represented By

0	General Reserves	63,737
0	SF - Vehicles Replacement	22,000
0	SF - LG Rec Ground General	10,000
0	SF - Legal, Planning & Profess	4,145
0	SF - Election Cost	3,077
0	SF - Highways	2,500
0	SF - Tennis Court	8,746
0	SF - Rolling Building Maintena	1,000
0	EMR-LG Rec Replacement Garage	2,600
0	EMR-Signposts for Twittens	1,000

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

0 EMR-New Dog bins	650
0 EMR-Defibrillator	1,000
0 EMR-Gazebo	423
0 EMR-PA System additional items	147
<hr/> 0 <hr/>	<hr/> 121,024 <hr/>

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 SF - Vehicles Replacement	19,000.00	3,000.00	22,000.00
321 SF - LG Rec Ground General	10,000.00		10,000.00
322 SF - Legal, Planning & Profess	4,400.00	-255.00	4,145.00
323 SF - Election Cost	4,000.00	-922.77	3,077.23
324 SF - Highways	2,500.00		2,500.00
325 SF - Tennis Court	1,585.00	7,161.00	8,746.00
326 SF - Rolling Building Maintena	1,000.00		1,000.00
400 EMR-Tennis Court Refurbishment	9,435.00	-9,435.00	0.00
401 EMR-Community Deed of Release	5,000.00	-5,000.00	0.00
402 EMR-LG Rec Replacement Garage	3,000.00	-400.00	2,600.00
403 EMR-Street Light Columns	1,890.00	-1,890.00	0.00
404 EMR-Signposts for Twittens	1,000.00		1,000.00
405 EMR-Rainwater Havesting	1,000.00	-1,000.00	0.00
406 EMR-New Dog bins	650.00		650.00
408 EMR-Defibrillator	0.00	1,000.00	1,000.00
409 EMR-Gazebo	0.00	422.61	422.61
410 EMR-PA System additional items	0.00	146.97	146.97
450 RF - TWBC Hardship Fund	628.00	-628.00	0.00
	65,088.00	-7,800.19	57,287.81