Castle Bromwich Parish Council

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Chairman: Cllr. P Allen, **Vice-Chairman:** Cllr. S Beechey
Cllr. K Ahmed, Cllr. A Haywood, Cllr. J Macdonald, Cllr. D Pearce, Cllr. J Riordan,
Cllr. S Temperton, Cllr. J Ward + 6 vacancies

MINUTES OF THE FULL COUNCIL MEETING

HELD AT THE PAVILION, ARDEN HALL WEDNESDAY 24TH JUNE 2026 AT 7:00PM

Members Present:	Cllr. P Allen (Chair), Cllr. S Beechey, Cllr. K Ahmed, Cllr. A Haywood, Cllr. J MacDonald, Cllr. D Pearce & Cllr. J Riordan
Guests in Attendance:	None
Public in Attendance:	Two
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

Action

C26-087 **Welcome:** Cllr. P Allen welcomed all to the meeting

C26-088 **Apologies for Absence**: Long-term apologies from Cllr. S Temperton due to a family commitment were received and noted. Apologies were also noted from Cllr. J Ward.

C26-089 **Declarations of Interests & Dispensations:** Cllr. S Beechey declared a non-pecuniary interest in item C26-093F as Treasurer of Castle Bromwich Lions Football Club. A dispensation is not necessary.

C26-090 **Public Question Time:**
Apologies were received from SMBC Cllr. Chris Whelan.
A representative from Castle Bromwich Lions Football Club spoke to request permission to host a football tournament & answered councillors queries.
A resident highlighted that recent public meetings with borough councillors and MP Liam Byrne discussed the individual actions being taken on planning matters and extending the conservation area in Castle Bromwich but that residents would be better served if all parties worked together. The Clerk was directed to engage with them for an update.

C26-091 **Minutes:**
RESOLVED: The minutes of the Extraordinary Parish Council meeting held on Wednesday 10th June 2026 were agreed as a true record of the meeting by those who had been present. It was noted that the cellar cooling system was installed on 13th June and that the Spencer Hall air-conditioning installation is scheduled from 5th August.

C26-092 **Finance and General Purposes Committee**:

a. It was noted that HMRC approved mileage rates had increased.
RESOLVED: That the following rates for mileage expense claims be adopted:

Approved mileage rates from tax year 2026 to 2027

Vehicle type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	55p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

b. It was noted that budget virements are necessary for budgets relating to receiving payments.
RESOLVED: That the following budget virements be made:

	FROM					TO				
AMOUNT				OLD BUDGET	REVISED BUDGET				OLD BUDGET	REVISED BUDGET
£50.00	DS	4550	Bank Charges UTB	300	250	DS	4555	SumUp Card Payment	0	50
£130.00	DS	4999	Contingency	18954	18824	DS	4553	Bank Charges Lloyds	120	250

c. Payment run 2026-06-24 was considered.
RESOLVED: That payment run 2026-06-24 be approved. (att p7)

d. It was noted that the DX4000 card terminals had been received from Worldpay but did not suit the council's needs in terms of portability and charging. The loyalty team has replaced them with DX8000 terminals at the same cost over the 18-month contract.

e. **Highways, Planning & Licensing:**

i. The following comment made under delegated authority was noted. It was also noted that Solihull Licensing has responded to say the parish council's objection is not a valid representation. The Clerk was directed to liaise with the MP, borough councillors and local objectors to understand their representations.

Reference	Address	Proposal
26/02735/LAPREM	269 – 271 Chester Road	The application is for alcohol off sales 7am – 11pm.

Castle Bromwich Parish Council wishes to make a representation against this application on the grounds of the prevention of public nuisance, public safety and the protection of children from harm.

The premises is located on the ground floor of a residential block with flats directly above. The proposed alcohol sales hours of 07:00 to 23:00 are excessive for a premises situated immediately beneath residential accommodation and are likely to result in disturbance to residents.

The sale of alcohol is likely to increase customer traffic, congregation outside the premises, noise from customers arriving and leaving, vehicle movements, litter, discarded cans and bottles and other associated nuisance. Given the close proximity of residential properties, these impacts are likely to affect residents' ability to peacefully enjoy their homes, particularly during the early morning and late evening periods.

We are also concerned that there is no dedicated customer parking associated with the premises. This is likely to result in customers stopping or parking on surrounding residential roads and in areas used by residents. Increased vehicle movements, car doors, engines idling, and people arriving and leaving throughout the day and evening have the potential to create additional noise and disturbance for residents. Any parking or stopping in

inappropriate locations may also affect visibility and safety for pedestrians and other road users. This is already a dangerous junction, made worse by motorists reversing into traffic.

The premises is located close to a school and on routes used by children travelling to and from school. The proposed commencement of alcohol sales at 07:00 coincides with the morning school run and increases the visibility and accessibility of alcohol sales in an area frequented by children. Increased customer activity and vehicle movements around school drop-off and pick-up times could also create additional risks for children and families.

For these reasons we believe the application risks undermining the licensing objectives of the prevention of public nuisance, public safety and the protection of children from harm. We respectfully request that the application be refused or, alternatively, that substantially reduced alcohol sales hours and appropriate conditions be imposed to protect local residents and children, for example, that no alcohol is visibly displayed from the outside, that prominent CCTV is installed and deliveries are scheduled at non-antisocial times.

ii. The following comments were approved:

Reference	Address	Proposal
PL/2026/00415/MINFHO	41 Windleaves Road Castle Bromwich Solihull B36 0BS	Loft conversion and new rear dormer.
Castle Bromwich Parish Council makes no objection to this application which aligns with permitted development rights. As a general comment, we are concerned that the lack of uniformity in size and style of dormers and skylights is negatively affecting the streetscene.		
PL/2026/00953/MINFHO	Avalon 13 Rectory Lane Castle Bromwich Solihull B36 9DH	Erect outbuilding at the rear of the garden/amenity.

Castle Bromwich Parish Council objects to this application.

The site is located within the Castle Bromwich Conservation Area. Under Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council has a statutory duty to pay special attention to preserving or enhancing the character and appearance of the Conservation Area.

It also appears that trees covered by a TPO at the bottom of the garden would need to be felled for this building and therefore the tree officer should be consulted, especially considering that it is believed that trees in the front garden were felled in a conservation area without giving appropriate notice. We are also concerned about the effect the raft foundation would have on the protected trees and drainage in general for the surrounding area.

The proposed outbuilding, which contains a large gym, games room, store, lobby and shower room is exceptionally large for a structure described as ancillary to a dwellinghouse. The submitted floor plan indicates a building measuring approximately 14.5 metres by 7.5 metres, providing a footprint of around 109 square metres. The elevations show an eaves height of approximately 2.5 metres and an overall ridge height of approximately 3.9 metres. Taken together, these dimensions create a building of substantial bulk and mass which is significantly larger than would normally be expected for an ancillary domestic outbuilding.

The scale and massing of the proposal are particularly concerning when considered alongside the substantial extensions and alterations recently approved at the property under application PL/2026/00543/MINFHO. The Council should assess the cumulative impact of the approved development and the proposed outbuilding together. The recently

approved development already provides gym facilities within the main dwelling. It should therefore be carefully considered as to whether a further detached gym and games room of this scale can properly be regarded as subordinate and incidental to the enjoyment of the dwellinghouse.

The combined effect of the approved extensions and this large detached structure would result in an excessive amount of built-form on the site. The proposal risks appearing as a second substantial building within the plot rather than a clearly subordinate and incidental outbuilding.

The proposal therefore conflicts with the objectives of the NPPF relating to good design and the conservation of heritage assets. It is also contrary to Solihull Local Plan Policy P15 (Securing Design Quality) and Policy P16 (Conservation of Heritage Assets and Local Distinctiveness), which require development to respect local character, scale and massing and to preserve or enhance the character and appearance of Conservation Areas.

Given the scale of the building, the cumulative impact of development on the site, and the location within the Castle Bromwich Conservation Area, we respectfully request that planning permission be refused.

PL/2026/00494/MINFHO	99 Marlborough Road Castle Bromwich Solihull B36 0EL	First floor side extension and rear dormer window.

Castle Bromwich Parish Council objects to this application on the grounds that it is contrary to Policies P14 (Amenity) and P15 (Securing Design Quality) of the adopted Solihull Local Plan and the Council's House Extension Guidelines Supplementary Planning Document (SPD).

The proposed first-floor side extension would significantly reduce the visual gap between the application property and the adjoining dwelling, creating an unacceptable terracing effect. The Council's adopted House Extension Guidelines SPD makes clear that "any terracing effect between dwellings is to be avoided" and that a reasonable gap of at least one metre to the boundary should normally be retained, with larger gaps expected where the character of the area is more spacious. The SPD further states that the Council will normally resist first-floor side extensions that create a terracing effect. The Parish Council considers that this proposal fails to comply with this guidance and would erode the established character of Marlborough Road.

The proposal would also introduce excessive bulk and massing. The combination of the first-floor side extension and the rear dormer would result in a form of development that is visually dominant and disproportionate to the original dwelling. This would be harmful to the street scene and would fail to respect the scale, form and spacing of surrounding development, contrary to Policy P15 (Securing Design Quality).

The Parish Council also has concerns regarding residential amenity. The proposed rear dormer would increase opportunities for overlooking of neighbouring rear gardens and rear-facing rooms, reducing the level of privacy currently enjoyed by adjoining occupiers. The cumulative scale of the development would also have an overbearing impact on neighbouring properties. The proposal is therefore considered contrary to Policy P14 (Amenity), which seeks to protect the living conditions of existing residents.

For the reasons set out above, Castle Bromwich Parish Council considers that the proposal conflicts with Policies P14 and P15 of the Solihull Local Plan and the Council's adopted House Extension Guidelines SPD. The Parish Council therefore recommends that planning permission be refused.

PL/2026/01112/MINFHO	409 Chester Road Solihull B36 0JH	First floor side/rear extension and single storey front extension.
No objection, subject to neighbours' (including those at the rear) comment and compliance with regulations.		
Traffic Regulation Order	Green Lane, Castle Bromwich	PROPOSED RAISED ZEBRA CROSSING TO REPLACE EXISTING 2No. SPEED CUSHIONS
Castle Bromwich Parish Council supports all traffic calming measures to improve safety for the public especially around schools.		

C26-093 **Leisure Services Committee:**

a. The minutes of the meeting held on 10th June 2026 were noted.
b. **Agreement with Castle Bromwich Cricket and Sports Club:** The Clerk reported on regular meetings with the club and working well together. General compliance has been good. The issue of broken glass had been remedied but has caused concern again in the last 2 weeks. A recent payment on account has brought the outstanding balance down but the treasurer has requested that payment of the cricket pitch fees be delayed until season-end due to cashflow. It was noted that the club's large speaker remained in the function room and that the door had been damaged.
   RESOLVED:
   - That no glass be taken out of the Pavilion Function Room.
   - That Castle Bromwich Cricket and Sports Club must pay their pitch hire at the start of the season within terms, as with all other sports teams. The pitch hire must be paid within 30 days or playing rights will be revoked and the leagues notified.
c. **Removable Dartboard:** Consideration was deferred while further compliance is monitored.
d. **Fixed Speakers:** The request to install fixed speakers with a bluetooth panel in the Pavilion Function Room was considered.
   RESOLVED: That the request not be accommodated as fixed installations within the function room are not desired, following renovation.
e. **Sound Limiters:** A quote was considered but officers were directed to present 3 quotes to compare and information on calibration/maintenance, acceptable noise levels and whether the infrastructure is needed.
f. **Football Tournament:** The request was considered.
   RESOLVED: That permission be given for a football tournament over a weekend in the summer at a pitch fee per day (to cover additional staff). The details of the provision are to be agreed with the Clerk.
g. **Party in the Park:** an update on arrangements was given.

C26-094 **Council Office:**

a. The Clerk reported on council business.
b. **Incidents:** it was noted that a dog had recently been killed in Marston Green in a dog attack. It was also noted that this year's Park Hall Academy Yr11 Leaver's day had caused significant concern – the Clerk is liaising with the police and the school but risk should be assessed ahead of next year.
c. **Correspondence with Residents:**
   - Concerns have been raised about maintenance, behaviour and trading at Lanchester Park which the Clerk will forward to SMBC.
   - Concerns have been raised about parking on Whateley Green, the clerk has spoken to the resident and the issue appears to have resolved. Residents on Water Orton Road driving over and parking on verges was also raised which is an SMBC issue.
   - Complaints have also been received about a resident on Water Orton Road burning rubbish.

C26-095 **Policies:**

a. **Standing Orders:** Advice from the Clerk on potential policy revisions was noted.
RESOLVED: That 5.J.ix be changed so that Standing Orders and Financial Regulations are reviewed in the first 6 months of the civic year (F.J.Xii). (attached at pp8-30)

b. **Financial Regulations:** Advice from the Clerk on potential policy revisions was noted.
RESOLVED: That the limit in 9.4 be increased to £250 but only for purchases expressly pre-authorised. (attached at pp31-47)

c. **Reserves and Investment Strategy:** It was noted that the FGP Committee is currently reviewing investment options.
RESOLVED: That the policy, with minor updates, be approved. (attached at pp48-50)

C26-096 **Councillors' reports:** None

C26-097 **Action Log:** Updates were given:

* Signage (all areas)	Clerk
* Flag Flying Policy	Clerk
* Staff Handbook	Clerk
* Dog Responsibilities – signage	Clerk
* CBC&SC Dartboard proposal	Clerk
* Toilet Facilities	Clerk/WP

C26-098 **Meeting Schedule:** Upcoming meetings:
(7pm Spencer Hall unless specified)

Full Council	29th Jul, 30th Sep
Leisure Services Committee	*9th Sep***, 14th Oct
Finance and General Purposes Committee	15th Jul, 16th Sep
Staffing Committee: (Council Office 3pm)	9th Jul, 22nd Oct
Party in the Park (12-5)	27th Jun

***additional meeting if necessary for urgent business*

This meeting ended at 8:59pm.

....

Signed as a true record of the business transacted Dated
Chairman Castle Bromwich Parish Council

Castle Bromwich Parish Council
Expenditure transactions - approval list

Start of year 01/04/26

Payment Run 2026-06-24

No	Payment Reference	Gross	Vat	Net	Invoice date	Details	Payment Reference Total
5049	ACRRUAL BACS	£594.00	£99.00	£495.00	31/03/26	Allcott Associates LLP T/A Allcott Commercial - Structural engineers review of external staircase	£594.00
5241		£147.60	£24.60	£123.00	03/06/26	DM Payroll Services Ltd - Administration of Payroll Services 26-27 Q1	
5249		£1,788.00	£298.00	£1,490.00	22/05/26	Fairways Contracting Ltd - Selective Weedkill Arden Hall Football Pitches	
5254		£78.30	£0.00	£78.30	10/06/26	Monthly Paid Staff - Mileage May	
5269		£4,704.00	£784.00	£3,920.00	11/06/26	Central Air Conditioning & Refrigeration Limited - Spencer cellar cooling replacement system - to remove the existing equipment which will be disposed of accordingly. - using the same pipe route and unit locations, replace the pipework and interconnecting cables. - new system will be either j e hall or kd cellar star depending on availability. Electrical supply not included	
5270		£46.23	£2.20	£44.03	19/06/26	ESPO - Gas Supply @ Council Office 30/04/26-31/05/26	
5271		£123.68	£5.89	£117.79	19/06/26	ESPO - Gas Supply @ Arden Hall 30/04/26-31/05/26	
5272		£163.06	£27.17	£135.89	28/05/26	Nisbets PLC - Polar C-Series Countertop Ice Machine Black	
5273		£31.00	£0.00	£31.00	10/06/26	T & J Widerange Snacks - Bar delivery ASAP	
5274		£153.50	£25.58	£127.92	16/06/26	Sainsbury's Supermarkets Ltd - EXP DFH: Bar Purchases for Party in the Park	
Total		£7,829.37	£1,266.44	£6,562.93			

Signature GM Burgess Signature R.S.

Date 19/6/26

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Standing Orders

Status	Adopted
Date previously reviewed	June 2020 26/10/22 C22-123
Date adopted v2	27/03/24 C24-040A
Date adopted v3	25/06/2025 C25-094i
Date adopted v4	24/06/2026 C26-095a
Date of review	June 2027

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INTRODUCTION

These standing orders are based on the National Association of Local Council (NALC) model standing orders updated July 2018.

V2 This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

v3 Updates to Model Standing Orders 8b, 14 & 18 plus gender neutral wording.

v4 Update to 5.J.ix in v3 be changed to 5.J.xii in v4 specifying that Standing Orders and Financial Regulations should be reviewed within 6 months of the annual meeting.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. The Castle Bromwich Parish Council's standing orders are based on the NALC model standing orders which incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated here.

These standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. The Castle Bromwich Financial Regulations are contained in a separate document available to all members.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they have been adopted as drafted or amended to suit this council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, 'he' is used for both male and female persons. The word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.**NB** Castle Bromwich parish council has no 'non-councillors with voting rights'. All members of the council have been either elected or co-opted and all have full voting rights. The only time there will be a 'non-councillor with or without voting rights' will be if a committee appoints a non-councillor to assist; such an appointment may not be made to a committee with financial responsibilities.

Committee members who are non-councillors will be entitled to vote only if the committee's function relates to:-

- the management of land owned or occupied by the council;
- the functions of the council as a harbour authority;

- any function relating to the promotion of tourism;
- any function relating to the management of a festival

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order they appear unless the order is changed at the discretion of the Chairperson 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 Chairperson 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 Chairperson of the meeting, is expressed in writing to the Chairperson.

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 Chairperson.

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 Chairperson of the meeting.

k One or more amendments may be discussed together if the Chairperson 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 Chairperson 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;

v. to exercise 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 Chairperson 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 or legal requirements.

s Before an original or substantive motion is put to the vote, the Chairperson 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 under standing order 1(s) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairperson 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 Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson 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.

a If a resolution made under standing order 2(b) above is ignored, the Chairperson 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.**
The normal venue is Arden Hall, Water Orton Road

● 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(d) above shall not exceed 15 minutes unless directed by the Chairperson of the meeting.

g Subject to standing order 3(f) a member of the public shall not speak for more than 3 minutes, subject to the Chairperson's discretion.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.

i A person shall raise their hand when requesting to speak. A member shall remain seated when speaking unless the Chairperson requests councillors stand.

j A person who speaks at a meeting shall direct their comments to the Chairperson of the meeting. Whenever a member speaks during a debate all other members shall be silent.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson 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 procedings, 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 the 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 Chairperson of the Council may in their absence be done by, to or before the Vice-Chairperson of the Council.**

p **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson, if present, shall preside. If both the Chairperson and the Vice-Chairperson 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 and non-councillors with voting rights present and voting.**

r **The Chairperson 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 he gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson 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.
See also Standing Order 13

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. The quorum at Castle Bromwich Parish Council is five members for all council meetings. In no case shall the quorum of a meeting be less than three council members.** *See standing order 4d(viii) 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. At the Chairperson's request members may stay to discuss business but without agreeing any decisions. Decisions relating to business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2½ hours.

4. COMMITTEES AND SUB-COMMITTEES

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 committee and a sub-committee of the advisory committee may be non-councillors.**

d The council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
vi. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;
vii. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;
viii. shall determine the place, notice requirements and quorum for a meeting of

a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;
x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
xii. may dissolve a committee or a sub-committee.

5. 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 decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

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 decides.**

e **The first business conducted at the annual meeting of the council shall be the election of the Chairperson and Vice-Chairperson of the Council.**

f **The Chairperson 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-Chairperson of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the council.**

h **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson 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 Chairperson of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairperson of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairperson of the Council and must give a casting vote in the case of an equality of votes.**

j Following the election of the Chairperson of the Council and Vice-Chairperson of the Council at the annual meeting of the council, the business of the annual parish council meeting shall include:

i. **In an election year, delivery by the Chairperson 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 Chairperson 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 previous meeting of the council;
iii. Receipt of the minutes of the previous meeting of a committee;
iv. Consideration of the recommendations made by a committee;
v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
vi. Review of the terms of reference for committees;
vii. Appointment of members to existing committees and election of Chairmen;
viii. Appointment of any new committees and election of Chairmen in accordance with standing order 4 above;
ix. Review of arrangements, including any charters and agency agreements, with other local authorities not-for-profit bodies and businesses;
x. Review of representation on or work with external bodies and arrangements for reporting back;

Items xii to xxi will be considered either at the Annual Meeting or within three months of it ie over the 6-month period March – August inc:

xi. 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;
xii. Review and adoption of appropriate standing orders and financial regulations;
xiii. Review of inventory of land and other assets including buildings and office equipment;
xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
xv. Review of the Council's and/or staff subscriptions to other bodies;
xvi. Review of the Council's complaints procedure;
xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
xviii. Review of the Council's policy for dealing with the press/media;
xix. Review of the Council's employment policies and procedures;
xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972;
xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

a **The Chairperson of the Council may convene an extraordinary meeting of the council at any time.**

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

c The Chairperson of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the Chairperson of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

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 five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for 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 and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

b. Members entitled to vote on appointments shall, if requested, vote by signed ballot.

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

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

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 eight 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), 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) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, at least six 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 Chairperson 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 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 and numbered in the order they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular committee or sub-committee;
v. to 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 or legal requirements);
xvi. to adjourn the meeting; or
xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential 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).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chairperson 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 Chairperson of this meeting does not believe that the minutes of the meeting of the (Council/Committee) held on [date] in respect of Item ( ) 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.** This is not applicable to Castle Bromwich Parish Council but will be followed as good practice.

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)

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council in May 2021.

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), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business 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 Borough Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

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

b The Proper Officer shall:

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3 (c) for the meaning of clear days for a meeting of a committee.

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least eight days

before the meeting confirming their withdrawal of it;

iii. **convene a meeting of the council for the election of a new Chairperson 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. respond to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance the council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if one);

x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

xi. manage the organisation, storage of, access to 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;

xii. arrange for legal deeds to be executed; *See also standing order 23*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;

xiv. record every notified planning application and the council's response to the local planning authority in an electronic workbook for such purpose;

xv. refer a planning application received by the council to the Chairperson or in their absence vice-Chairperson of the Finance and General Purposes Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee;

xvi. manage access to information about the council via the publication scheme; and

xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

c. Authority is hereby delegated in accordance with Local Government Act 1972, section 101, such that the Proper Officer shall be authorised to use the following executive powers:-

i. As the head of paid service, the Proper Officer supervises the day-to-day management of facilities that are the responsibility of Officers, working under the Proper Officer's supervision.

ii. Urgent matters that require a decision before the next ordinary meeting are delegated to the Clerk to the Council, following consultation with the Council's Chairperson and the Chairperson and/or Vice-Chairperson of the Committee, as appropriate, to decide.

iii. The Council's Standing Committees (Finance & General Purposes and Leisure Services) and the Staffing Committee have delegated authority to act on the council's behalf in accordance with their terms of reference reviewed annually by the council and published online. Decisions duly made by these committees will be carried out by the Proper Officer.

iv. Matters arising between Ordinary Meetings of the Council that are considered urgent by the Chairperson and at least three other members (one of which shall, if possible, be the vice-Chairperson), shall be referred to the Proper Officer of the Council with recommendations for action. The Proper Officer shall have regard to these recommendations and make the appropriate decision(s).

v. The Proper Officer shall report details of the decision(s) made to the next Ordinary Meeting of the Council. In the case of a critical emergency, where it is not practical, or appropriate, to comply with the foregoing procedure, the Proper Officer may make a decision on behalf of the Council in accordance with powers similarly delegated, and shall report retrospectively thereon as soon as is reasonably possible.

d The Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the council to do including anything reasonably implied or incidental to the power or duty. Provided that such authorisation is not prohibited by statute, the Clerk, to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to the officer acting in the name of the Clerk. The Clerk is authorised to:

i. Sign, or where appropriate, have sealed on behalf of the council, any orders, deeds or documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the council.

ii. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the council.

iii. Alter the date or time of a council committee meeting but, before doing so, shall consult the Chairperson of the Council or Chairperson of the Committee concerned.

iv. Decide arrangements for the closure of the council offices in the Christmas/New Year period.

v. Deal with day-to-day matters relating to the use of office accommodation space.

vi. Manage all of the Council's services including:
   - Shows and events
   - Facilities Management
   - Services agreed under contract
   - Websites and social media accounts relating to the Council and council activities.

vii. In consultation with the relevant Chairperson, vary as necessary fees and charges for the delivery of Council services and report same to the next meeting of the Council.

viii. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000 and GDPR queries.

ix. To apply for planning consent for the carrying out of development by the Council.

x. To respond to consultations on planning applications and licensing applications subject to the comments by the Planning Committee or the collated e-mail comments from members of the Planning Committee.

xi. Under the Regulation of Investigatory Powers Act 2016 to authorise

directed surveillance.

xii. To respond to complaints made under the Council's complaints procedure.

xiii. To manage, monitor and review the Council's internal control procedures.

xiv. To manage, monitor and review the Council's Corporate Risk Management Strategy.

xv. Take and discontinue legal proceedings in any Court or at any Tribunal.

xvi. Take counsel's advice or instruct counsel to represent the Council.

xvii. Agreeing the terms of any lease, licence, conveyance or transfer.

xviii. The granting or refusal of the council's consent under the terms of any lease.

xix. Variations of restrictive covenants of a routine nature.

xx. The granting of easements, wayleaves and licences over council land.

xxi. Initiating legal action or proceedings against unauthorised encampments or encroachments on council land, in conjunction with any two councillors.

xxii. Directing the custody of parish council property and documents in accordance with the provisions of Local Government Act 1972 s226.

xxiii. Exercising responsibility for the safe custody and maintenance of civic regalia.

xxiv. Authorise officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.

xxv. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.

xxvi. Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to Standing Orders and Financial Regulations.

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 income and expenditure for each quarter;
ii. the council's aggregate income and expenditure for the year to date;
iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts required by statute (I and E) for the year to 31 March. A completed draft annual governance and accountability return shall, where possible, be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the council, which is subject to external audit, and includes the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June unless otherwise directed by statute.

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

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

c. 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 via the council's own website and in any other manner that is appropriate;
iv. tenders are to be submitted in writing, either electronically or in a sealed marked envelope addressed to the Proper Officer and date-stamped upon receipt, by resolution of the Council;
v. any paper tenders thus received shall be opened on the specified date and

time by the Proper Officer in the presence of at least one councillor and signed by both Proper Officer and councillor;

vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility

d. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of council, a standing Committee, the Staffing Committee (which is the Discipline/Grievance Committee) or the Appeal Committee is subject to standing order 11.

b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairperson of the Staffing Committee or, if they are not available, the members of the Staffing Committee, of absence occasioned by illness or other reason and that person(s) shall report such absences longer than 7 days to the Staffing Committee at its next meeting.

c The Chairperson of the Staffing Committee plus one other member shall upon a resolution conduct a review of the performance and annual appraisal of the work of Proper Officer in accordance with the Appraisal Policy. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff shall contact the Chairperson of the Staffing Committee or in their absence, another appointed member in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairperson, this shall be communicated to another member of Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee. Where a grievance is raised against the Staffing Committee, it will be referred to a third party.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked being returned to the Council Offices at conclusion of the process. Electronic records shall be held on the restricted

server.

h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

i The Clerk is given delegated powers to manage the council staff in accordance with the council's policies, procedures and budget, including:

i. Appointments to posts, including apprentices.
ii. Employment of temporary employees.
iii. Preparation of the job description and person specification, placing of the advertisement, short-listing of applicants and carrying out all interviews. (Interviews should be attended by one Chair of Council/committees). NB appointment of Clerk will be subject to separate procedure.
iv. Management of staff performance.
v. Control of discipline and performance, including the power of suspension and dismissal.
i. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
ii. Determine approved duties for the payment of travel and subsistence expenses to council members and officers.
iii. Consider, approve or refuse as part of the Annual Appraisal System applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments (subject to consideration/approval by the Staffing Committee if any).
iv. Approve additional hours of work where absolutely necessary.
v. Agree minor variations to the condition of employment subject to prior discussion with the council's HR advisor, if any.
vi. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the council's policies.
vii. Authorise training in line with the council's policies.
viii. Authorise the provision of protective personal clothing.
ix. Negotiate and agree settlements on behalf of the council, in consultation with either the Staffing Committee or up to two identified council members, in relation to any Employment Tribunal proceedings.
x. Agree to premature retirement on the grounds of duly certified ill health, in consultation with either the Staffing Committee or up to two identified council members.
xi. Terminate employment during probation and review salary on completion of probationary periods in consultation with either the Staffing Committee or up to two identified council members.
xii. Commission legal and professional advice on staffing matters for consideration by the Staffing Committee.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21

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

21. DATA PROTECTION LEGISLATION RESPONSIBILITIES

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)

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

b **Subject to standing order 23(a), the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH UNITARY COUNCILLORS

a A list of meeting dates of the council shall be sent annually to the ward

councillors. An email reminder shall be sent electronically, referring to the display of the agenda on the parish council website, to the ward councillor(s) of the Borough Council representing the area of the council.

b By resolution of a committee or the Council, a copy of letters sent to the Borough 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 or legal requirements, shall be proposed by a special motion, the written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.

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

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Financial Regulations

Status	Adopted
Date adopted	27/11/2024 C24-144b
Date v2 adopted	25/06/2025 C25-094ii
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CASTLE BROMWICH PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 27th November 2024. C24-144b.

v2 Revisions were approved 25th June 2025 C25-094ii.

v3 Revision to increase limit in 9.4 to £250

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

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

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

1.4. In these Financial Regulations:

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

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

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

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

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £25,000;

2. Risk management and internal control

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

2.2. The Clerk shall prepare in conjunction with the Finance and General Purposes Committee, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

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

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

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

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

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

3. Accounts and audit

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

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

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

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

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

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

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

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

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

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

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

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

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in October for the following financial year and the final version shall be evidenced in the minutes & budget.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget, with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance& General Purposes committee and a recommendation made to the council.

4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

~~5.4.~~ **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £5,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

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

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

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

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

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

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

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

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Facilities Officer, under delegated authority, for any items below £300 excluding VAT for necessary items for DS, AH & OSP 4170 Repairs and Maintenance budgets.
- The Licensee (DPS), under delegated authority, for any items below £500 excluding VAT for necessary stock from Bar 4700 budget.
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- The Clerk, under delegated authority for any bar purchases up to £1500 excluding VAT.

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

- the Clerk, in consultation with the Chair of the Council plus Chair of the appropriate committee, for any items below £5,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £25,000 excluding VAT.
- The Finance and General Purposes Committee may spend up to £2000 on unbudgeted expenditure, provided that the source of reserve is identified.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £25,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail. The Clerk may nominate an Officer to fulfil their responsibilities in their absence.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

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

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council or Finance and General Purposes Committee. The council has resolved to bank with Lloyds & Unity Trust Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than

one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

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

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

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council/delegated committees, 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 or finance & general purposes committee.

iv. Fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purposes Committee.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council, or either delegated committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be signed by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

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

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone.

7.4. The RFO (or an officer delegated by the RFO) shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Clerk/RFO, a delegated officer shall set up any payments due.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. A full list of all receipt and payments shall be provided to the Finance and General Purposes Committee and appended to the minutes.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.9. Payment may be made by BACS or CHAPS by resolution of the council or duly delegated committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the finance and general purposes committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

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

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

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

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

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

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance & General Purposes Committee at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the finance and general purposes committee and authority for topping-up shall be at the discretion of the committee or council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO, Licensee (credit) and Facilities Officer (Trade UK card) and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except where pre-authorised by the Clerk up to £250 including VAT.

10. Petty Cash

10.1 The RFO shall maintain an appropriate petty cash account, to be topped up by £400 when necessary and may provide petty cash to officers & other staff for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council, staffing committee or under contract.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7. Any termination payments shall be supported by a report to the Staffing Committee, setting out a clear business case. The Staffing Committee may authorise payments from the salary budgets. All other termination payments shall only be authorised by Full Council.

11.8. Before employing interim staff, the Clerk must consider the specific salary budget and need, referring any queries to the Staffing Committee.

12. Loans and investments

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

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

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

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

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

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

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council (or Finance and General Purposes Committee for debts under £200) by the RFO and shall be written off in the year. The council or committee's approval shall be shown in the accounting records.

13.4. The Clerk is authorised to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.

13.5. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.6. Personal cheques shall not be cashed out of money held on behalf of the council.

13.7. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.8. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. 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.

15.3. Stocks shall be kept at reasonable levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

15.5. An external stock check of high-value stock (alcohol) should be instructed at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or Finance and General Purposes Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

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

18. Suspension and revision of Financial Regulations

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

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

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

19. Emergency Delegation to the Clerk

19.1. In the event of emergency measures being necessary, the following delegation is made to the Clerk subject to resolution of the Council or on the written authorisation of at least half of all current councillors if it is not possible for the Council to meet:

- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belong
- Incur expenditure on revenue items within the approved estimates and budgets
- Incur expenditure on capital schemes within the Council's approved capital programme.
- Ensure the day-to-day running of the Council and its facilities.

This emergency delegation must be renewed every 3 months.

Appendix 1 - Tender process

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

2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

4) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.

5) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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RESERVES and INVESTMENT STRATEGY

Status	Adopted
First Adopted	27/10/2021
Reviewed	28/09/2022
Reviewed	24/01/2024
Reviewed	24/06/2026

1. Strategy Aims

Castle Bromwich Parish Council parish council has a population of roughly 12,000 residents and an annual precept in 2026-27 of £423 868, supported by income raised from hires of Arden Hall, Pavilion and playing fields. The average Band D contribution to the precept is £107.96.

It is the aim of the Parish Council to maintain an appropriate range of reserves, balances and investments through Treasury Management principles and in accordance with proper practice, to ensure residents receive value for money.

'Treasury management' is defined as the management of the Council's investments, cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.

2. Council Reserves

The Council has two types of reserve:

2.1 Earmarked Reserves – these represent amounts that are generally built up over a period of time and are earmarked for specific items of expenditure to meet known or predicted liabilities or projects. Earmarked Reserves may be used to smooth the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year and may be used in tandem with a loan obtained for the same expenditure commitment.

2.2 General Reserves – these represent amounts that have been set aside to meet the costs of exceptional expenditure that will enable the Parish Council to meet its legal, statutory and proper duties or responsibilities. The SAPPP Practitioners' Guide 2026/27 recommends that any authority with income and expenditure in excess of £200 000 should plan on 3 months equivalent General Reserve, though consideration should be given to the risks to self-generated income. Castle Bromwich Parish Council will aim to retain 25% of precept level in General Reserves to cover, for example:

a) the undertaking of essential repairs or maintenance work;
b) undertaking unexpected administrative duties;
c) challenging or deflecting threats to the parish, its people and its environment;
d) making provision for redundancy obligations;
e) investigations and disciplinary hearings;
f) covering for short-term cash flow needs.

3. Annual Review

This strategy shall be reviewed annually by the Finance and General Purposes Committee and reported to the Parish Council as part of the budget setting process.

The review will include a statement from the RFO on the adequacy of the reserves in respect of the forthcoming financial year and the Council's medium-term financial plan.

The treatment of surplus funds created as a result of activities being postponed or cancelled, as identified by the RFO, may be spent or earmarked by agreement of the Council following recommendations by the Finance and General Purposes Committee.

4. Committee Review

Each Parish Council committee will have the opportunity to review the levels of Earmarked Reserve held in their name (if any) and will make recommendations for the creation of additional specific reserves to the Finance and General Purposes Committee in October of each year as part of the annual budgeting process. Each committee will be required to identify the following when making their recommendations:

3.1 The reason for the reserve
3.2 How and when the reserve can be used
3.3 Procedures for the reserve's management and control
3.4 A process and timescale for review of the reserve to ensure continuing relevance and adequacy

5. Levels of Reserves

Decisions on the levels of Earmarked Reserves to be held will be made by the Parish Council following recommendations from the Finance and General Purposes Committee.

The desired level of reserves will be taken into consideration when budgeting for transfers to or from reserves and setting the annual precept.

Following approved use of funds from the General Reserve, the Finance and General Purposes Committee will recommend the transfer of un-used reserves or any other procedure to restore the level to 25% of precept.

The Parish Council is aware the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

6. Banking and Investment

In accordance with best practice, funds are invested mainly in short-term investments which display the following characteristics:

- Are denominated in pounds Sterling;
- Have maturity of 12 months or less;

- The whole of the original sum invested can, from the time that the investment is made, be accessed for use by the parish council without any reduction;
- The authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

The Parish Council banks with:
- Unity Trust Bank
- Lloyds Bank

where the investments are not covered by the Financial Services Compensation Scheme due to turnover. To spread the risk across other institutions, the parish council invests funds in the CCLA Public Sector Deposit Fund.

The Parish Council confirms the contribution these investments make support effective treasury management activities.
All investments will be subject to checks on:
- Security – protecting the capital sum invested from loss; and
- Liquidity – ensuring the funds invested are available for expenditure when needed.

Yield is also an important consideration, but only after security and liquidity.

7. Non-financial Investments

The Parish Council owns and manages facilities including Arden Hall, Windsor Bar, Spencer Bar, The Pavilion, The Theatre Workshop, Tennis Courts and Arden Hall Playing Fields (including cricket and football pitches) from which it expects to raise an annual income that contributes to the annual budget.
The Finance and General Purposes Committee will review actual income against expected income at least every quarter.

8. Risk Assessment

With all treatments regarding its finances and especially investments, the Parish Council will have regard to the following:

- How it has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.
- Whether and, if so how, it uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How it monitors and maintains the quality of advice provided by external advisors.
- To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies.
- Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change.
- The other sources of information used to assess and monitor risk, including its own Risk Management Policy.