

2023 Thorner Christmas Tree Costs

Replacement Lights (10m)	Festive Lights Ltd	MV003W	6	@	£29.99		Inc VAT	£179.94
Starter Cables	Festive Lights Ltd	MV021B	tbc					
13 Amp Plug	ScrewFix		5	@	£1.67			£8.35
50m 2 Core Cable	ScrewFix		2	@	£25.00			£50.00
Mechanical Timers	ScrewFix		6	@	£5.65			£33.90
M8 Rawbolts (x5)	ScrewFix		2	@	£5.49			£10.98
2 Pin Connectors	ScrewFix		10	@	£5.21			£52.10
						DJL		
						Costs		£335.27
						VAT		
Trees (Paid direct by TPC)	Stockeld Farm	No Delivery	65	@	£11.00	£13.20		£858.00
					GRAND TOTAL			£1,193.27

THORNER PARISH COUNCIL

ACTION PLAN 2023- 24

<u>Item</u>	<u>Action Required/Comments</u>	<u>Action Date</u>	<u>Participants</u>	<u>Action taken/ Date Completed</u>
Newsletter production	Arrange production procedure and dates for issue.	April	Further discussion with Councillor R.Brittain	Procedure confirmed at May meeting. Final proof conducted by email confirmation not via Council meeting. Next issue August. Cease local business advertising. Change Police contact details. Delivery taken by Cllr.R.Brittain.
Tree removal or removal of roots from footpath at Millennium Green	To arrange site meeting to discuss/confirm action to be taken. Then seek quotes for removal and submission of planning application in Conservation area.	May	Maintenance WP and the Clerk.	Three enquiries made to tree surgeons. Strom Tree Care appointed. Following removal; 1. replacement tree to be arranged. 2. Repair to footpath progressed.
Flagpole	Arrange Service	June	Cllr A.Scott	Cllrs A.Scott and T.Mycock to carry out inspection. Request for service made by Cllr A,Scott
Dog Waste Bin dispensers	Re-order of waste bags	June	Cllr A.Scott to place order and store at the Sub Station	Cllr R.Brittain will assist in replenishing the dispensers. Cllr A.Scott to provide information on where the dispensers are and provide a

				key to open them. Cllr R,Brittain provided with keys for Sub Station.
Web site	To cease present arrangement for hosting of the site and seek a contractual arrangement	June	Clerk to make enquiries with website providers	Proposals issued to Councillors. Decision made to appoint Vision ICT. Clerk to progress and undertake training for use.
Playground	Replace zip wire. Obtain usage sign	June	Clerk to make enquiries.	Playground companies contacted and site visits arranged and requirements confirmed. Quote received.from Macventure. Other contractors recommend removal.
Replace or repair of benches	Milner Lane - Boules Court -	July	Arrange with Ward Cllr Sam Firth Cllr A.Scott	New Steps required. Ward Cllr Sam Firth informed and pictures sent. Replacement picnic bench for Boules
Grass Cutting on Millennium Green	Formalise the cutting to be done by a single contractor	July	Cllr Llewelyn to advise	See Action note grass cutting contract
Millennium Green	Wildflower beds	August	Ownership and responsibility to be confirmed	Ownership confirmed as Leeds CC.
Sub Station	Replace locks.	August	Clerk to arrange.	Action completed.
Electric meter on Millenium Green	Replace lock and clasp	August	Clerk to arrange	Following inspection replacement of lock only required.
Access to the water supply	Consider how access can be restricted to the mains supply	August	Clerk/Chairman and contractor	Inspection undertaken with

on the gardens				contractor present. Agreement reached on how access cover will be changed.
Ramsey's Fold	Bench provision. Cut back trees Hedging along fence AS plans	September		
Village Signs	Type required. School liaison	September	Cllr Llewellyn to progress	
Grass Cutting Contract	Review of existing contract	September	Parish Council and appointed contractor	Discussion group meeting held and changes identified a new schedule produced.
Damage to play equipment.	Seek quote for repair	September	Clerk to arrange	Appointments with contractors arranged. Repairs completed.
Remembrance Day Parade	Arrangements for this year's event. Who is organising the parade. Contacting the Police to confirm the event. Contacting Leeds CC Safety Advisory Group for the TTRO	October	Parish Council and representatives of the Royal British Legion Thorne and Scarcroft branch	No requirement for a traffic management company. Police contacted and their attendance confirmed. RBL to liaise with Leeds CC SAG but unable to progress, Clerk to complete.

Dear clerk to Thorner Parish Council, please find herein my application for one of the vacancies for parish councillor.

I have lived in Thorner village for over 17 years, during which time I have raised a family, as well as partaken in several community activities and events, particularly to do with my daughter, including mums and tots and other child related groups.

As my daughter is growing up I now have more time to devote to other village related activities, which has included becoming an active bell ringer at the church, initially as part of 'Ring for the king'. Gradually this has become a very enjoyable pastime, and I feel I am making a positive contribution to the church community.

I have also been an active member of some of the parish council outdoor working parties until they were recently dissolved, but during that time gained a great deal of satisfaction knowing I was putting something in to the community, making it a healthier and more visually appealing place for residents and visitors to spend time in and relax.

I have been self-employed for approximately 28 years as a dress maker/designer, and in that time have developed many skills including planning, time management and working to deadlines. I have a keen eye for detail and try to look at problems from various viewpoints and perspectives, which can often be very challenging when dealing for example with demanding brides!

I have observed lots of the good work the parish council has done over the years, but would welcome the opportunity to bring some of my own ideas and thoughts on where I think other aspects of village life can be improved. Above all I try to look at problems objectively and seek out solutions that aim to make all concerned happy.

In conclusion, I am really keen and eager to become an active member of the council, and aside from bringing the above to the group, am willing to listen and learn from those around me, which in turn will help me develop in the role.

Thank you for listening/reading.

Jacquie LeRoy

Thorner Parish Council - Quarterly Budget Monitor - 2023-2024

Actual Budget ACTUAL

	Qtr Apr-Jun	Qtr Jul-Sep	Qtr Oct-Dec	Qtr Jan- Mar	2022-23	2023 -24	2023 - 24
RECEIPTS							
Precept	£29,290.00				£29,290.00	£29,290.00	£29,290.00
Garden Rent					£488.55	£440.00	£0.00
Bank interest	£59.20	£101.41			£145.88	£0.00	£160.61
Grants/Donations/Sale	£1,232.00				£7,107.86	£1,000.00	£1,232.00
CIL	£294.19				£862.78	£0.00	£294.19
VAT Refund	£9,625.78				£2,731.57	£10,000.00	£9,625.78
TOTAL	£40,501.17	£101.41	£0.00	£0.00	£40,626.64	£40,730.00	£40,602.58
PAYMENTS							
Administration							
Clerk's							
Salary/HMRC/Pension	£2,885.28	£2,885.28			£10,817.29	£11,585.00	£5,770.56
Telephone	£115.77	£120.57			£443.77	£450.00	£236.34
Travel					£0.00	£25.00	£0.00
Stationery/Post		£48.00			£227.08	£350.00	£48.00
Office equipment		£22.99			£0.00	£100.00	£22.99
Newsletter		£677.75			£1,142.00	£2,750.00	£677.75
Insurance	£791.91				£615.31	£650.00	£791.91
Subscriptions	£462.00				£514.99	£550.00	£462.00
Training	£66.80	£133.60			£40.00	£250.00	£200.40
Professional fees	£315.00	£378.00			£670.00	£700.00	£693.00
Bank Charges	£24.00	£24.00			£96.00	£100.00	£48.00
Website	£842.40	£691.20			£119.23	£120.00	£1,533.60
Chairman's Allowance					£0.00	£100.00	£0.00
Sub total	£5,503.16	£4,981.39	£0.00	£0.00	£14,685.67	£17,730.00	£10,484.55
Gardens							
Rent					£100.00	£100.00	£0.00
Water charges	£74.47	£59.99			£124.42	£200.00	£134.46
Maintenance/Other	£1,389.84				£83.23	£1,000.00	£1,389.84
Sub total	£1,464.31	£59.99	£0.00	£0.00	£307.65	£1,300.00	£1,524.30
Rent							
Ramseys Fold	£60.00				£60.00	£60.00	£60.00
Noticeboard					£20.00	£40.00	£0.00
Room Hire					£60.00	£150.00	£0.00
Sub total	£60.00	£0.00	£0.00	£0.00	£140.00	£250.00	£60.00
Maintn-Annual Costs							
Benches	£300.00				£1,160.00	£1,200.00	£300.00
Grass cutting	£1,920.00	£2,358.00			£1,977.20	£4,750.00	£4,278.00
Gardening					£0.00	£350.00	£0.00
Boules shelter maint					£300.00	£350.00	£0.00
Millennium Green	£770.00				£3,036.53	£3,000.00	£770.00
Electricity	£141.99	£156.41			£540.85	£500.00	£298.40
Xmas/ Xmas Tree					£858.00	£1,000.00	£0.00
Sub total	£3,131.99	£2,514.41	£0.00	£0.00	£7,872.58	£11,150.00	£5,646.40
Playground							
Maintenance		£239.89			£312.00	£750.00	£239.89
Equipment					£50,940.00	£150.00	£0.00
Sub total	£0.00	£239.89	£0.00	£0.00	£51,252.00	£900.00	£239.89
Donations							
Churchyard					£0.00	£400.00	£0.00
R B Legion/Pipe Bnd					£250.00	£250.00	£0.00
Over 60's Bungalow					£1,000.00	£1,000.00	£0.00
Sub total	£0.00	£0.00	£0.00	£0.00	£1,250.00	£1,650.00	£0.00
Projects							
Public Projects		£ 1,222.00			£ 1,275.14	£ 1,000.00	£1,222.00
Working Parties		£181.00			£3,453.14	£3,500.00	£181.00
Neighbourhood Plan					£0.00	£250.00	£0.00
Sub total	£0.00	£181.00	£0.00	£0.00	£4,728.28	£4,750.00	£1,403.00
S137	£1,280.16	£21.00			£4,184.25	£3,000.00	£1,301.16
TOTAL	£11,439.62	£7,997.68	£0.00	£0.00	£84,420.43	£40,730.00	£20,659.30

Thorner Parish Council Cashbook
Payments

Sep-23

Date	Cheque	Details	Admin	Gardens	Rents	Maintn - Annual Costs	Playground	Donations	Projects	S137	Total	VAT
		Bfwd	£9,045.19	£1,524.30	£60.00	£4,158.81	£28.41	£0.00	£1,403.00	£1,301.16	£17,520.87	£802.90
SEPT	S/Order	Clerks Salary	£715.35								£715.35	
	BACS	BTelecom	£40.19								£40.19	£6.69
	D Debit	Nest	£60.23								£60.23	
	D/Debit	UGP				£37.93					£37.93	£1.81
	D Debit	Octopus				£11.66					£11.66	£0.56
	D/Debit	HSBC	£8.00								£8.00	
	BACS	A1 Print	£415.00								£415.00	
	BACS	Vision ICT	£129.60								£129.60	£21.60
	BACS	J&D Groundworks				£460.00					£460.00	
	BACS	J&D Groundworks				£978.00					£978.00	
	BACS	JW Consultants					£11.48				£11.48	£1.91
	BACS	Write Design & Print Ltd	£48.00								£48.00	£8.00
	BACS	HP Ink	£22.99								£22.99	£3.83
	BACS	P.Marsland					£200.00				£200.00	
		TOTAL	£10,484.55	£1,524.30	£60.00	£5,646.40	£239.89	£0.00	£1,403.00	£1,301.16	£20,659.30	£847.30

Receipts

Date	From:	Details	Precept	Garden Rent	Bank Interest	Grants	VAT Refund	Donations	Misc	Misc	Total
		Bfwd	£29,290.00	£0.00	£123.00	£1,231.00	£9,625.78	£0.00	£295.19	£0.00	£40,564.97
SEPT	HSBC	Interest			£37.61						£37.61
		TOTAL	£29,290.00	£0.00	£160.61	£1,231.00	£9,625.78	£0.00	£295.19	£0.00	£40,602.58

Bank Reconciliation:

B/fwd	£47,389.90
Payments	-£3,138.43
Receipts	£37.61
Total	£44,289.08

Bank Balances

HSBC Current Account	£19,782.67
HSBC Savings Account	£24,506.41
Less unrepresented chqs	
Total	£44,289.08

cllr.r.brittain@thorner-parish-council.org.uk

Thu, 14 Sept,
14:23 (4 day)

to me

I was approached earlier this week by an elderly Thorner resident, who asked about the possibility of having kissing gates instead of stiles, across the footpaths that run from Westfield Lane to the exit onto Carr Lane, near Eltofts.

I explained it wasn't our land, but I'd see if we could put her suggestion forward to the relevant owners/tenant.

This footpath is on Mexborough land, with Andrew Walmsley as tenant.

The lady in question is a very fit 80-year-old who enjoys walking, but finds the stiles a little awkward to negotiate.

Thorner Parish Council

Risk Assessment & Management Plan 2023

1 POLICY

- 1.1 The recognition and management of risk is integral to the Council's stewardship of the Council's assets and resources and the effective and efficient discharge of their duties and responsibilities to the community.
- 1.2 Risk assessment is a continuous process for the Council whereby the Council methodically addresses the risks associated with what they do and the services they provide.
- 1.3 The Council is responsible for the management of risk in accordance with this document.

2 RISK ASSESSMENT

- 2.1 Risks can be identified as any threat or possibility that an action or event will adversely (or beneficially) affect the interests of the Council.
- 2.2 Risk management is not a process of avoiding risk altogether but seeks to identify risk and assess its implications in order to inform decisions.
- 2.3 The level of risk should be judged by the likelihood of it occurring and the effect on the Council should it do so.
- 2.4 Judgement of the level of risk may rely on past experience or a specific assessment of a particular instance, or both. The Full Council will determine whether the risk is acceptable in all the circumstances.
- 2.5 Much of the identified risk is covered by the insurance policy held by the Council.
- 2.6 The appended Risks Assessments form part of this Plan.
- 2.7 The Council will review the Plan as part of their budgetary procedure.

SUBJECT: Meeting Location.

Risks identified;

Adequacy Health & Safety

Management & Control of Risk;

Meetings are held in either the Victory Hall or the Over 60's Bungalow in Thorner.

When permitted by legislation meetings are held remotely.

These premises and facilities are considered to be adequate for the Clerk, Councillors and any Public attending from a Health & Safety comfort aspect.

Opinion;

Adequate risk control in place.

SUBJECT: Council Records

Risks identified;

Loss through theft, fire, damage or corruption of computer.

Management & Control of Risk;

Files and Records are kept at the Sub Station and stored on both the Parish Council's computers. A back up is taken at regular intervals on a separate memory device. Other documents are held in archive and can be duplicated.

Opinion;

Provision adequate for level of risk.

SUBJECT: Best value accountability.

Risks identified;

Work awarded incorrectly and at excessive cost.

Management & Control of Risk;

The council's normal practice is to seek more than one quotation, and in the case of more substantial work, to invite tenders, in accordance with the Council's Financial Regulations.

Opinion;

Existing procedures are adequate.

SUBJECT: Freedom of Information and the UK GDPR

Risks identified;

The Parish Council as the Data Controller, understands and complies with the provisions of the UK GDPR and the Freedom of Information with regard to the provision of information. The UK GDPR applies to personal data, this definition provides for a wide range of identification such as, but not limited to, name, home address, NI Number and e-mail address.

Management & Control of Risk;

The Clerk is able to provide copies of any documents that may reasonably be required.

Opinion;

Existing procedures are adequate.

SUBJECT: Election Costs.

Risks identified;

Risk of the cost of Election.

Management & Control of Risk;

The risk is higher in an Election year (every 4 years) There are no measures which can, or should be adopted to avoid the risk of a contested election. Funds are available to meet any costs.

Opinion;

Ensure funds are available.

SUBJECT: Street Furniture

Risks identified;

Loss or injury to third parties, Damage to equipment

Management & Control of Risk;

Arrangements have been made for all assets to be inspected as appropriate and maintained. Appropriate insurance cover is in force.

Opinion;

Existing procedures are adequate.

SUBJECT: Playground

Risks identified;

Loss or injury to third parties, Damage to equipment

Management & Control of Risk;

The playground is inspected regularly, with an annual inspection undertaken by a specialist organisation. Appropriate insurance cover is in force.

Opinion;

Existing procedures are adequate.

SUBJECT: Flagpole

Risks identified;

Loss or injury to third parties, Damage to equipment

Management & Control of Risk;

The flagpole is inspected regularly, with a bi-annual inspection undertaken by a specialist organisation. Appropriate insurance cover is in force.

Opinion;

Existing procedures are adequate.

SUBJECT: Members interest.

Risks identified;

Disclosure of interests and conflict, provision of training.

Management & Control of Risk;

Agendas remind Councillors that they have a duty to declare any interest before any item is discussed, and that they should regularly review their Register of Interests that all councillors have completed.

Members are encouraged to attend relevant training, the Clerk sends details of training courses.

Opinion;

Existing procedures are adequate.

SUBJECT: Clerk.

Risks identified;

Loss of Clerk - errors or fraud.

Management & Control of Risk;

The financial provision for the Clerk is adequate to fund a replacement and to provide for any necessary training. Fidelity Guarantee Insurance is in place. The Clerk is provided with relevant training, reference books and advice.

Opinion;

Existing procedures are adequate.

SUBJECT: Business Continuity.

Risks identified;

Council being able to continue its business due to unexpected circumstances.

Management & Control of Risk;

In the event the Clerk is indisposed for any reason a replacement Clerk would be appointed, if appropriate on a temporary basis. Such provision can be arranged via the YLCA (Yorkshire Local Councils Association).

Opinion;

Adequate risk control in place.

Adopted; 0th ?????? 2023

Sustainability

Sheila Llewellyn

21 Sept 2023,
12:51 (1 day ago)

to Barry, Alistair

As you are aware I'm leading on grants and a sustainability project working towards being carbon neutral.

We have had a in-depth sustainability report with recommendations for
a The Bungalow
b)Parish Centre
c)St Peters Church
d)Victory Hall.

A recommendation for Victory Hall would be Voltaic Panels(solar). Due to the presence of trees which have probably got TPO,s on them, roof panels would not be possible.

The other option is horizontal solar panels which are ground based.

They would be best placed on the strip of land that the Parish Council lease.

The Victory Hall Committee are aware they would need planning permission but there would be little point if PC and Mexborough Estates would not allow it.

We hope that TPC will support the importance of working towards being carbon neutral and give the above your consideration.

Barry I will of course declare an interest and not take part in the discussion but could this be an agenda item for the next meeting or November meeting.

Thank you .

THORNER PC								
Address	Planning No;	Work being done	Date	PC Mtg	Comments	Result	Appealed	Result
North View 12 Main Street	23/02037/FU	Alterations including part two storey, part single storey side extension with juliet balcony to first floor rear; new bi folding doors to side and rear; new oak entrance canopy to front	06.04.23	16.05.23	No objs	Appvd		
Land To The Rear Of 48 Main Street	23/02077/COND	Consent, agreement or approval required by conditions 5 and 10 of Planning Application 21/10308/FU	Not recd	16.05.23		Split Decision		
10 Kirkhills	23/02300/FU	First floor side extension incorporating feature glazing to rear; single storey rear extension; covered porch to front; new juliet balcony at first floor to rear; new rooflight to front	18.04.23	16.05.23	No Objs	Refused		
Land To The Rear Of 48 Main Street	23/02269/COND	Consent, agreement or approval required by condition 7 of Planning Application 21/10308/FU	Not recd	16.05.23	No objs	Refused		
Sunnymead Wetherby Road	23/03076/FU/	Pitched roof to existing side / rear extension with new rooflights at rear	31.05.23	04.07.23	No objs	Appvd		
Sunnymead Wetherby Road	23/03075/CLP	Certificate of Proposed Lawful Development for an extension to gable, dormer window to the rear and rooflight to front	Not recd	04.07.23	No objs	Appvd		
Stacks House St Johns Avenue	23/03633/TR	May (red flowered Hawthorne) - Remove.	14.06.23	04.07.23	No objs	No Objs		
Rear Of 31 Moat End	23/03740/TR	T1. Cherry. Removal to ground level and the stump removed by stump grinding	19.06.23	04.07.23	No objs	No Objs		
Land To The Rear Of 48 Main Street	23/04038/COND	Consent, agreement or approval required by Conditions 3, 5, 6, 7, 8, 9 of Planning Application 23/01780/FU	Not rec'd	01.08.23				
38 Main Street	23/04348/TR	T1 - Fell dead prunus tree on left boundary of property overhanging public footpath, tree has no leaves	Not rec'd	01.08.23		No Objs		
The Vicarage Church View	23/04459/TR	T1 and T2 - To cut back by 2m from rear property to give 2m clearance. Reason: to give 2m clearance from building T3 Elderberry - To reduce in height by 2m drawing lateral branches in by 0.5 - 1m to maintain a shape on all aspects leaving a balanced tree/large bush at approx. 3m in height, see attached photo. Reason: blocking light to garden and killing grass off	Not Recd	05.09.23		Appvd		
Grange House Carr Lane	23/04406/CLP	Certificate of Proposed Lawful Development for conversion of garage to habitable accommodation	Not recd	05.09.23		Withdrawn		
Miry Carr Farm Sandhills	23/05380/FU	Demolition of existing agricultural buildings and construction of two dwellings with associated works	13.09.23	10.10.23				
10 Kirkhills Thorner	APP/N4720/D/23/3328918	First floor side and rear extension incorporating feature glazing to rear; single storey extension and juliet balcony to rear; covered porch and changes to fenestration to front; new juliet balcony at first floor to rear.	20.09.23	10.10.23				
30 Main Street	23/05560/TR	T1 Cherry - To remove from the rear of number 30 Main Street Thorner. Roots are starting to push against bottom of garden wall, limbs pushing against top of garden wall. Willing to replace tree with another cherry. If removal of tree is rejected, client would like the tree pollarding.	Not rec'd	10.10.23				
Dorothy Villa Sandhills	23/05725/TR	T1 Yew - Fell as the tree roots have grown under the boundary wall and are causing damage to this and the patio.	Not rec'd	10.10.23				

Checked to W/C 2nd October

Terms

Terms

No objs	Appvd
Submit Comment	Refused
Object	Appeal
Withdrawn	Wthdrawn
Not recd	NDR- No Decision reqd
	Not avb for viewing
	Not reqd
	Split Decision

THORNER PARISH COUNCIL

FINANCIAL REGULATIONS 2023

These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. They shall be reviewed no later than two years from the date of this document.

1. GENERAL

The Clerk shall be the responsible financial officer (RFO).

The responsible financial officer (RFO) under the policy direction of the council shall be responsible for the proper administration of the council's financial affairs in accordance with all accounting regulations and proper practices.

The RFO shall be responsible for the production of financial management information.

2. ANNUAL ESTIMATES

The Council shall formulate, if required, a rolling capital programme not later than the end of November each year.

Detailed estimates of receipt and expenditure on revenue services, and receipts and expenditure on capital account, shall be prepared each year by the RFO.

The Council shall review the estimates and recommend the precept to be levied for the ensuing financial year, not later than the end of January in each year.

The RFO shall supply each member with a copy of the budget monitor each quarter.

The quarterly budget monitor shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

No expenditure on the revenue account may be incurred which will exceed the amounts included in each approved budget heading (unless a virement has been approved by the Parish Council).

Financial assistance may be given to working party's and steering groups, all amounts must be presented for payment and will be subject to final approval by the Parish Council.

The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair and replacement, subject to the following;

1. When the nature of the work is urgent, subject to a limit of £500 in each financial year.
2. When the nature of the work is non-urgent subject to a limit of £200 in each financial year.

In each instance it will be reported to the council as soon as practicable.

The Chair may incur similar expenditure to a limit of £250, in each financial year.

There will be a Chairs allowance of £50, to spend on behalf of the Council.

The RFO shall provide the council with a quarterly statement of receipt and expenditure, under each head of the approved annual revenue and capital budgets.

Where expenditure is incurred and the sum required cannot be met from savings made elsewhere within the councils approved budget, it shall be subject to the provisions of a supplementary estimate approved by the council.

No expenditure shall be incurred in relation to any capital project, no contract entered into or tender accepted involving expenditure on capital account, unless the council is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained and has been approved by the full Council.

All capital works shall be administered in accordance with the Council's financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

All accounting procedures and financial records of the council shall be determined by the RFO as required by the Accounts and Audit Regulations 2015.

The RFO shall be responsible for completing the annual accounts of the council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the council.

The following principles shall be observed in connection with accounting duties.

The duty of providing information, calculating, checking and recording sums due to, and from, the Council, should be separated as completely as possible from the duty of collecting or dispersing them.

The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the council's accounting, financial and other operations in accordance with the Governance and Accountability for Smaller Authorities in England March 2019.

Any officer or member of the council shall, if the RFO requires, make available such documents of the council which relate to their accounting and other records, as appear to the RFO to be necessary for the purpose of the audit, and shall supply the RFO with such information and explanation as the RFO considers necessary for that purpose.

The Parish Council reserve the right to invite the Internal Auditor to the Precept meeting in January to offer advice.

5. BANKING ARRANGEMENTS AND CHEQUES

The council's banking arrangements shall be made by the RFO and approved by the council.

One current account and one savings account shall be maintained with an appropriate financial institution.

A schedule of payments will be prepared and identified on the Agenda for approval by the Council.

If required, the RFO shall be allowed to move funds between the accounts of the Parish Council and report the action to the Council as soon as practicable.

Cheques drawn on the bank account shall be signed by two signatories of the Council, other payments can also be made when necessary, by the RFO via online banking.

The RFO may allow members access to online banking to confirm account balances only, for internal audit and governance purposes.

The RFO will confirm the signatories and trustees of each account when requested.

6. PAYMENT OF ACCOUNTS

All payments shall be effected by cheque, standing order, direct debit or online banking.

With regard to online banking, any transaction will be subject to a limit of £500. All invoices for payment shall be examined, verified and certified by the RFO. Before certifying an invoice the officer shall satisfy himself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

Duly certified invoices shall be passed to the RFO who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head.

All duly certified invoices will then be entered on to a payments and receipts spreadsheet.

The RFO may allow members to make payment for the purpose of defraying operational and other expenses up to a maximum of £200.

Invoices for payments made shall be forwarded to the RFO with a claim for reimbursement.

7. PAYMENT OF SALARIES AND WAGES

The payment of all salaries shall be made by cheque or standing order and in accordance with current statutory legislation.

8. GRANTS, DONATIONS AND LOANS

Any financial assistance by way of application, which is given to a voluntary body or charity must require such organisations to provide accounts for the last financial year and a written statement of how the money has been spent.

All applications for over £500, must be received from 01 April to 30 September.

Any financial assistance which exceeds £3000, will be subject to consultation with the village.

9. LOANS AND INVESTMENTS

All loans and investments as requested by the Council, shall be negotiated by the RFO in the name of the council, and shall be for a set period of time in accordance with council policy.

No changes to loans and investments should occur unless reported to the Council and agreed.

All investments of money under the control of the Council shall be in the name of the council.

All borrowings shall be effected in the name of the Council.

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

10. INCOME

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

Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO.

The RFO shall be ultimately responsible for the collection of all accounts due to the council.

The Council will review all fees and charges on a regular basis, following a report by the RFO.

Any bad debts shall be reported to the council.

All sums received on behalf of the council shall be banked by the RFO.

A reference indicating the origin of each cheque, shall be entered on the paying-in slip.

Every transfer of official money from one member of the Council to another member shall be signed for by the receiving officer.

The RFO shall complete a VAT return twice a year.

11. ORDERS FOR WORK, GOODS AND SERVICES

Council approval must be sought in the following instances;

An official order, letter or e-mail shall be issued for all work, goods and services unless a formal contract is to be prepared or issuing an order would be inappropriate.

Copies of orders issued shall be maintained.

A member may not issue an official order or make any contract on behalf of the council.

All members and officers of the council are responsible for obtaining value for money at all times.

An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of cash transactions.

12. CONTRACTS

Where the supply of goods, materials or the execution of works is more than £500 but does not exceed £3000, then there is not a requirement to enter into a contract, the RFO will, where practicable, seek a minimum of TWO estimates/quotes, in this instance.

Where it is intended to enter into a contract exceeding £3000, but not exceeding £10,000, in value for the supply of goods or materials or for the execution of works, then the RFO will seek a minimum of TWO estimates/quotes and give public notice of such intention.

Notice of a contract exceeding £10,000 but not exceeding £30,000, in value for the supply of goods or materials or for the execution of works, then the RFO shall give public notice of such intention.

The notice shall state the general nature of the intended contract, and state the name and address of the person to whom the tenders are to be addressed, and the last date by which those tenders should reach that person, and that they have to be in sealed envelopes.

Notice of a contract exceeding £30,000 shall adhere to the Public Contracts Regulations 2015.

Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2006 apply to the contract and if either of those Regulations apply, the Council must comply with procurement rules.

The Clerk shall obtain the necessary assistance to prepare a specification when necessary.

Tenders should be sent to the Clerk and be opened by the RFO, in the presence of the Parish Council at a full meeting of the Parish Council.

Neither the Council or any committee is bound to accept the lowest tender.

If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the work as it thinks fit.

13. STORES AND EQUIPMENT

Any member in possession of any equipment belonging to the Council shall be responsible for the care and custody of the equipment.

14. PROPERTIES AND ESTATES

The Clerk shall make appropriate arrangements for the custody of all deeds and documentation for property or land which is owned or leased.

A register of assets shall be prepared and reviewed annually by the RFO.

No property or land shall be sold or leased or otherwise disposed of without the authority of the Council.

15. INSURANCE

The RFO shall effect all insurance and negotiate all claims on the council's insurer.

The RFO shall insure that all new risks, properties and vehicles which require to be insured are added to existing insurance.

The RFO shall keep a record of all insurance effected by the Council and the property and risks covered thereby and annually review it.

The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

Any employee of the council shall be included in a suitable fidelity guarantee insurance.

16. RISK MANAGEMENT

The Clerk shall instigate a Risk assessment and Management Plan in respect of the activities of the Council on an annual basis.

When considering any new financial expenditure exceeding £3000, then a financial risk management policy shall be prepared for the activity, and be presented to the Council for consideration.

17. REVISION OF FINANCIAL REGULATIONS

It shall be the duty of the Council to review the financial regulations no later than two years from the date of this document and to make such changes as the Council considers are required.

Adopted; 0th ??????? 2023

**THORNER PARISH COUNCIL
STANDING ORDERS OCTOBER 2023**

1. MEETINGS

Meetings of the Council will usually be held on the first Tuesday of each month. Meetings of the council shall be held at an appropriate venue, at 19:00 unless the council otherwise decides at a previous meeting.

In a non-election year, the Annual Parish Council meeting is held on any day in May. In an election year, the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office.

An extraordinary meeting of the parish council may be called at any time by the Chair and in his absence by the Vice Chair.

2. CHAIR OF THE MEETING

The person presiding at a meeting may exercise all powers and duties of the Chair in relation to the conduct of the meeting.

3. QUORUM

THREE members or one third of the total membership, whichever is the greater, shall be required for a quorum at meetings of the Parish Council.

If a quorum is not present or if during a meeting the number of councillors present (not including those debarred by reason of a declared interest), falls below the required quorum, from that point no further business shall be transacted, with all untransacted business being carried forward to the next scheduled meeting or at an extra ordinary meeting.

4. PROPER OFFICER

Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he or she shall be the Clerk or nominated officer;

- i To receive declarations of acceptance of office.
- ii To receive and record notices disclosing pecuniary interests.
- iii To receive and retain plans and documents.
- iv To sign notices and other documents on behalf of the Council.
- v To receive copies of bye-laws made by Leeds City Council..
- vi To sign summonses to attend meetings of the Council.
- vii To receive and record notices disclosing pecuniary and any other interests at meetings by members where relevant.
- viii To keep proper records for all Council meetings.

5. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. The Chair in the case of an equality of votes, may give a casting vote.

6. ORDER OF BUSINESS

In an election year councillors should execute Declarations of Acceptance of Office in each other's presence, or of a proper officer previously authorised by the Council to take such declaration before the annual meeting commences.

At each Annual Parish Meeting the Chair shall present a report.

At each Annual Parish Council Meeting the first business shall be;

- i To elect a Chair.
- ii To elect a Vice-Chair.
- iii To receive the Chair's declaration of Acceptance of Office or, if not received, to decide when it shall be received.
- iv To decide when any declarations of Acceptance of Office, which have not been received as provided by law, shall be received.
- v May appoint members to working party's or steering groups
- vi At every meeting other than the Annual Parish Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair are absent.
- vii In every other year not later than the Annual Parish Council meeting members shall review the pay and conditions of service of the Clerk and existing employees.
- viii After the first business has been considered, the order of business shall be as stated in the summons.
- ix A motion to vary the order of business on the grounds of urgency, may be proposed by the Chair.

7. RESOLUTIONS WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:

- i To appoint a Chair of the meeting.
- ii To appoint a nominated officer in the absence of the Clerk
- iii To correct the Minutes.
- iv To approve the Minutes.
- v To proceed to the next business.
- vi To close or adjourn the debate.
- vii To refer the matter to a working party or steering group
- viii To adopt a report.
- ix To amend a resolution.
- x To give leave to withdraw a resolution or an amendment,
- xi To exclude the public.
- xii To silence or eject from the meeting a member named for misconduct.
- xiii To allow a member having an interest in the subject matter under a debate to remain.
- xiv To give the consent of the Council where such a consent is required by these Standing Orders.

8. RULES OF DEBATE

No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chair.

A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed TO THEM before it is further discussed or put to the meeting.

Any amendment shall not have the effect of negating the resolution before the Council.

If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

When a resolution is under debate no other resolution shall be moved except:-

- i. To amend the resolution.
- ii. To proceed to the next business.
- iii. To adjourn the debate.
- iv. That the question be now put.
- v. That a member named be not further heard.
- vi. That a member named do leave the meeting.
- vii. That the resolution be referred to a committee.
- viii. To exclude the public and press.
- ix. To adjourn the meeting.

A member shall remain seated when speaking unless requested to stand by the Chair. The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.

Members shall address the Chair.

If two or more members wish to speak, the Chair shall decide whom to call upon.

Whenever the Chair speaks during a debate all other members shall be silent.

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chair shall put the motion but, in the case of a motion "that the question be now put", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall put the question immediately.

9. DISORDERLY CONDUCT

All members must observe the Code of Conduct

No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

The Chair may suspend or adjourn the meeting or take such further steps as may be reasonably necessary to enforce them.

10. VOTING

Members shall vote by show of hands, unless a ballot vote is requested and approved by a show of hands vote.

The Chair in the case of an equality of votes may give a casting vote

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

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

11. RECISSION OF DECISION

Any decision by the Council shall not be reversed within six months.

12. QUESTIONS

A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided three clear days notice of the question has been given to the person to whom it is addressed.

No questions not connected with business under discussion shall be asked except during the part of any meeting set aside for questions.

Every question shall be put and answered without discussion.

A person to whom a question has been put may decline to answer.

13. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

The public shall be admitted to all meetings as observers of the Council however they may be temporarily excluded, in the following cases;

That in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

The Clerk shall afford the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

With regard to the Openness of Local Government Regulations 2014;

Members of the public, including citizens and professional journalists, are allowed to use modern technology and communication methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meetings of English councils and other local government bodies.

The Parish Council has adopted an open media policy which does not restrict engagement with the press.

The Chair shall allow FIVE minutes to receive representations from members of the public.

14. REPRESENTATIONS AND PUBLIC PARTICIPATION

If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the Council meeting.

At the Chairs discretion, there can be further questions from members to the representation being conducted.

15. PLANNING APPLICATIONS

The Clerk shall send to the Planning Working Party, unless a declaration has been agreed, the particulars of every planning application recorded in the Parish, It will include;

- i. The date on which it was received:
- ii. The place to which it relates:

Upon the summary of the nature of the application, a response will be lodged by the Clerk based on the member's comments

16. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the public shall be excluded

17. WORKING PARTY AND STEERING GROUP

The Council may at the Annual Parish Council Meeting appoint a working party or steering group and at any other time appoint such other working party or steering group as are necessary, but subject to any Terms of Reference approved at a full meeting of the Parish Council.

The Council may at any time dissolve or alter the membership of the working party or steering group.

A minimum of TWO members shall be on every working party or steering group.

Any proposals made, shall be reported at the next Parish Council meeting.

18. TERMS OF REFERENCE FOR A WORKING PARTY OR STEERING GROUP

Membership of a Working Party or Steering Group will be formed from residents and the local business community of Thorner as well as TWO members from the Parish Council.

Membership of the Finance Working Party will consist only of Parish Councillors.

The Clerk will obtain the residents permission for their personal contact details to be used (to comply with GDPR), to enable the Working Party to contact them.

Upon receipt of permission, the Clerk will add them to the Working Party membership and inform the Working Party as such. They can then take part in any discussions of the Working Party.

Membership of the Working Party or Steering Group should be no more than 15 persons and will meet and discuss matters on a regular basis.

The use of volunteers within the Working Party is to encouraged and will be subject to the Volunteer Policy.

Members will be encouraged to participate and provide their views and opinions on the specific topics of each Working Party or Steering Group.

Inform the Parish Council of progress on a regular basis.

The Working Party or Steering Group will operate as an advisory group without delegated decision-making powers and must submit its proposed work programme to TPC for approval prior to the commencement of any work.

The Working Party or Steering Group will treat other members with respect and dignity, allowing members to express their views without prejudice and interruption.

The Parish Council will:

Support the Working Party or Steering Group in efforts of engagement and consultation with the local community and any other outside bodies.

Support the Working Party or Steering Group by providing financial assistance, all expenditure will be shown in Parish Council annual accounts under appropriate headings.

Prior to any financial assistance being given, all amounts must be presented and will be subject to final approval by the Parish Council.

19. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

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

A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial for submission to the Council with an application for appointment.

20. INSPECTION OF DOCUMENTS

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

All Minutes kept by the Council shall be open for the inspection of any member of the Council or member of the public.

21. INTERESTS

Members must declare any personal or pecuniary interest included on the Agenda but also;

1. Within 28 days of your election or co-option, you must notify the District Council's monitoring officer of any 'disclosable pecuniary interests' which you have at that time.
2. Where you are re-elected or re-appointed, notification is only required of any disclosable pecuniary interests not previously notified within 28 days of your election or co-option.

If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room during consideration of the item to which the interest relates.

A member must disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.

22. UNAUTHORISED ACTIVITIES

No member of the Council (or of any working party or steering group) shall in the name of or on behalf of the Council;

- i Speak or be representative of the views of the Council
- ii Inspect any land or premises, unless authorised to do so by the Council.
- iii Shall disclose to any person not a member of the Council, any business declared to be confidential by the Council,

23. LIAISON WITH THIRD PARTIES AND THE PUBLIC

A copy of the minutes shall, at the discretion of the Parish Council, be sent to District Councillors for the Ward, the Police and the Press.

24. CODE OF CONDUCT

All members must observe the Thorner Parish Council Code of Conduct, as adopted by the Council in January 2021.

All members are issued with a copy of the Code of Conduct.

25. CODE OF CONDUCT ON COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member, in accordance with its complaints procedure.

26. STANDING ORDERS TO BE GIVEN TO MEMBERS

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

Adopted; 0th ??????? 2023