

# DISLEY PARISH COUNCIL

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**Councillors are summoned to the Full Council Meeting to be held on 11<sup>th</sup> September 2025 at 7pm at Disley Community Centre, SK12 2BB**

*This meeting will be recorded for ease of minute production.*

Signed: Sarah Allen (Parish Clerk)

Dated: 4<sup>th</sup> September 2025

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## **1. Apologies**

To approve any apologies for absence.

## **2. Declarations of Interest**

To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.

## **3. Public Forum**

To receive comments from members of the public in accordance with guidance provided on the website: [Public-Participation-at-Council-Meetings-11-02-2015.pdf](https://www.disleyparishcouncil.gov.uk/public-participation-at-council-meetings-11-02-2015.pdf).

## **4. Cheshire East Councillors' Report**

To receive Cheshire East Councillors' Report

## **5. Minutes**

- a) To approve and sign the minutes from the Council Meeting held on 24<sup>th</sup> July 2025.
- b) To approve and sign the minutes from the Council Meeting held 19<sup>th</sup> August 2025.
- c) To note the report from the Village Events Meeting held 4/08/25.
- d) To note the report from the Health and Well Being meeting held 17/07/25.
- e) To note the report from the Finance Working Group meeting held 13/08/25.

## **6. Chair's Report**

To receive a report from the Chair.

## **7. Policy & Procedure**

- a) To approve the recommended Finance Regulations (based on the model provided by NALC dated March 2025) as agreed at the finance working group meeting held on 13<sup>th</sup> August 2025.
- b) To approve the model Standing Orders as provided by NALC dated March 2025 with the inclusion of figures in 1t, 3x, 4v, 6d, 9b, 9d, 26b as agreed at the finance working group meeting held on 13<sup>th</sup> August 2025.
- c) To approve the Scheme of Delegation as agreed at the finance working group meeting held on 13<sup>th</sup> August 2025.

## 8. Finance

- a) To note the Local Government Services Pay Agreement 2025/2026 has been applied under contractual arrangements.
- b) To retrospectively approve the payment schedule for 22.07.25 and note that all invoices were verified by 2 councillors.
- c) To retrospectively approve the payment schedule for 07.08.25 and note that all invoices were verified by 2 councillors.
- d) To retrospectively approve the payment schedule for 29.08.25 and note that all invoices were verified by 2 councillors.
- e) To retrospectively approve the cost of £150 for minibus volunteer driver training.
- f) To approve the cost of £680 to reduce and reshape 6 trees on Ram Green.
- g) To approve treework at a total of £1240 on land adjacent to Lyme Park entrance and roadside hedge.
- h) To note that the bank reconciliation for July 2025 has been signed by the RFO and will be verified by Cllr Windsor.
- i) To approve and sign the Finance Report for month 4.
- j) To note that the interim internal audit will take place in October on a date to be confirmed.
- k) To consider and approve the provision of 2 Christmas Trees and Christmas lights as per quotations from Northwich Town Council and LITE.
- l) To consider and approve the provision of lights for 3 trees on Ram Green as per quotation from Farley Electrical.
- m) To consider and approve the provision of replacement heating in Community Centre hall as per 2 quotations.
- n) To consider and approve the cost of £703.80 to repair 2 Disley Parish Council streetlights as per quotation.

## 9. Website

To note that the Finance Officer is seeking 3 quotes for a new website to improve user friendliness and to ensure compliance with Assertion 10 of the 2025-26 Annual Governance and Accountability Return (AGAR), as detailed in Section 1 of the SAPPP Practitioners' Guide 2025.

## 10. Planning

- a) to consider planning applications received and agree comments

Reference	Address	Details	COMMENTS
<b>25/2920/CLPUD</b>	54 Jacksons Edge Road, Disley SK12 2JR	Certificate of proposed lawful development for a small single storey extension to rear of property and garage conversion.	
<b>24/2751M</b>	Disley Paper Mill, Waterside, Disley SK12 2HW	Full planning application for remediation and stabilising works.	Amended plans 14/8/25

b) to note planning decisions made by Cheshire East Council

Reference	Address	Details	Decision
<b>24/4812/HOUS</b>	5 Woodlands Road, Disley, Stockport, Cheshire East, SK12 2LU	Two storey extension, front Dutch gables altered to form gables and alterations to doors and windows	Refused - The proposed extension would result in disproportionate additions to the size of the original building. The proposal is therefore an inappropriate form of development within the Green Belt.
<b>25/1066/HOUS</b>	The Homestead Homestead Road, Disley, Stockport, Cheshire East, SK12 2JP	Demolition of existing outbuilding and construction of an underground swimming pool and games room with hillside terrace. A two storey and a first floor extension to the existing bungalow.	Approved with conditions
<b>25/1112/FUL</b>	2 Buxton Road West, Disley, Cheshire East, SK12 2JB	Change of use to a restaurant on the ground floor, refurbishment internally and addition of services and signage.	Withdrawn
<b>25/1113/FUL</b>	2 Buxton Road West, Disley, Cheshire East, SK12 2JB	Change of use to a restaurant on the ground floor, refurbishment internally and addition of services.	Withdrawn

### 11. Project Teams updates

To review on-going projects

### 12. Communication

- To agree permission for the History Society to store a time capsule in the Parish Council safe.
- To agree permission for sponsorship boards at Newtown football pitch.
- To discuss request from Crabtree Court residents for Disley Parish Council to contact Cheshire East Council and request that they allow parking permits to be issued in Community Centre car park.

### 13. Meetings

Date & Time	Meeting / Event	Venue
9 <sup>th</sup> October 2025 @ 10am	Health & Well Being	Teams
9 <sup>th</sup> October 2025 @ 7pm	Full Council	Community Centre
16 <sup>th</sup> October 2025 @ 10am	Finance Meeting (budget)	Community Centre

17 <sup>th</sup> October @ 9.30am	SEND Drop-In	Disley Library
19 <sup>th</sup> October @ 11am	Civic Service	St Mary's Church
9 <sup>th</sup> November @ 11am	Remembrance Service	The Ram Green and St Mary's Church

## **PART 2**

### **14. Exclusion of Press & Public**

To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted<sup>i</sup>

### **15. Staffing Matters**

- a) To note the confidential staffing report.
- b) To approve the recommendations contained within the report.

### **16. Close of Meeting**

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<sup>i</sup> <https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

**Summary of Issues Raised by Residents July 2025**

Bin Collections	1
Planning	1
Highways	1
Highways Improvements	1
Social Care	1
Parking	2
Trees/Shrubbery	7
Environment	2
Pavements	1
Other	5
Total	22

**Summary of Issues Raised by Residents August 2025**

Planning	1
Highways	4
Social Care	2
Parking	2
Trees/Shrubbery	4
Anti-Social Behaviour	1
Other	2
Total	16

The above numbers compare with 9 items of casework in July 2024 and 8 in August 2024. This means that case numbers have more than doubled compared with the same period last year.

**Highways**

I have escalated complaints about the poor condition of the B6101 Strines Road and am awaiting a response from Cheshire East Highways.

Following my enquiry, I have been informed that all Clean Air Zone signs in Cheshire East are scheduled to be removed by TfGM between the 9<sup>th</sup> and 31<sup>st</sup> October. This includes the CAZ sign adjacent to the ginnel on Market Street leading to the community centre car park.

I understand that some gulley cleaning has at last been carried out on Market Street following several requests.

Cheshire East are following up with United Utilities re the installation of flood gates for properties on The Ridgeway. Cheshire East Highways completed the agreed drainage improvements earlier this year.

There is a lot more work needed to bring roads in Disley and Newtown up to an acceptable standard, and I shall continue to pursue this work on behalf of residents.

**Network Rail**

I continue to engage with Network Rail regarding the problems being experienced by residents of Redhouse Lane/Cloughside/Waterside relating to the use of the yard on Redhouse Lane for the New Mills project. The issues

experienced by residents over a prolonged period are clearly unacceptable and hopefully the agreed actions will now be implemented without further delay.

### **Car Park Charges**

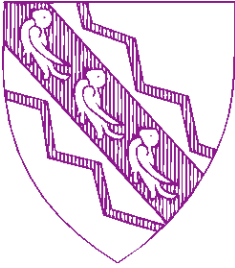
I have received several complaints about the display on the payment machine at Disley Community Centre car park. A sign has been placed next to the payment machine explaining that the car park is 'Free after 3pm'. Unfortunately, the display on the machine states that charges apply from 8.00am to 10.00pm. This is causing a lot of confusion for car park users. Cheshire East have now confirmed that the display will not be changed. A parking order is in place covering all Cheshire East car parks stating that charges apply from 8.00am to 10.00pm. However, the community centre car park is 'Free after 3pm' as per the yellow sign next to the machine and on the information board above the machine.

### **Disley Library**

The funding agreement to enable Disley Library to remain open on Saturday mornings was signed on 12<sup>th</sup> August following a very long delay. The agreement runs for 3 years from 1/4/25 to 31/3/28. I would like to thank all the volunteers who are giving up their time to enable Disley library to remain open on Saturday mornings. I believe that library provision on Saturday mornings is an essential service for our community. Thank you also to library staff for their help in making this happen.

I am always happy to receive suggestions for content from parish councillors and residents.

Sue Adams  
3rd September 2025



## Minutes from the Full Council meeting held on 24<sup>th</sup> July 2025 7.00pm at Disley Community Centre, SK12 2BB

Attended by: Cllrs Bull, Pattison, Adams, Windsor  
Toni Critchlow, Locum Clerk, 3 members of the public

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### 1. Apologies

**To approve** any apologies for absence.

**RESOLVED:** No Apologies received

### 2. Declarations of Interest

To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.

**NOTED:** Cllr Adams declared that she works as a councillor for Cheshire East Council and therefore could not take part in agenda item 11.

### 3. Public Forum

To receive comments from members of the public in accordance with guidance provided on the website: [Public-Participation-at-Council-Meetings-11-02-2015.pdf](#).

**NOTED:** Three members of the public were in attendance. Member of public 1, representing Disley Good Neighbours, requested the use of the mini-bus for a Christmas 2025 event for members of the community and questioned the council on mini-bus driver tips. A written response would be provided by Cllr Bull as soon as possible.

**ACTION; CLLR BULL**

### 4. Cheshire East Councillors' Report

To receive Cheshire East Councillors' Report

**NOTED:** Cllr Adams delivered her report. Please refer to page 8

### 5. Minutes

**To approve** the minutes of the last Council Meeting held on 12<sup>th</sup> June 2025

**RESOLVED:** Cllr Adams proposed DPC approve the minutes of 12<sup>th</sup> June 2025 as a true record. Seconded. Agreed. 1 abstention.

## 6. POLICY & PROCEDURE

- a) To note the policy report provided by J O'Donoghue (RFO)

**NOTED:** RFO policy report was noted.

- b) Approval of the recommended Finance Regulations (based on the model provided by NALC dated March 2025)

**NOTED:** Item deferred to the next finance meeting.

**ACTION; RFO**

- c) Approval of the model Standing Orders as provided by NALC dated March 2025 with the inclusion of figures in 1t, 3x, 4v, 6d, 9b, 9d, 26b

**NOTED:** Item deferred to the next finance meeting

**ACTION; RFO**

- d) Approval of DPC complaints Policy 2025 - 2027

**RESOLVED:** Cllr Pattison proposed DPC approved the complaints policy 2025 – 2027. Seconded, all agreed.

## 7. ROSPA Annual Safety Inspection Reports

To note summary of the annual inspection reports and issues arising:-

- a) Arnold Rhodes Fitness and Bike Area, SK12 2HF

**NOTED:** All issues noted. Rangers to rectify where possible.

- b) Arnold Rhodes Play Area, SK12 2HF,

**NOTED:** All issues noted – Rangers to rectify where possible.

- c) Newtown Play Area, SK12 2PY,

**NOTED:** All issues noted - Rangers to rectify where possible.

- d) Station Approach MUGA, SK12 2AE

**NOTED:** All issues noted - Rangers to rectify where possible.

## 8. Air Conditioning Unit

To consider specification and quotes to install an Air Conditioning unit in the Community Hall

**NOTED:** Item deferred to the next meeting subject to receipt of more detailed specifications

**ACTION; CLERK**

## 9. Allotments

To note the annual allotment inspection report

**NOTED:** The annual allotment inspection report was noted.



## 10. Community Transport

- a) To note the minutes of the meeting of the Community Transport Scheme project team on 13<sup>th</sup> June 2025

**NOTED:** The minutes of the meeting of the Community Transport Scheme project team on 13<sup>th</sup> June 2025 were noted.

- b) **To approve** the proposed price increase of £2.00 (from £8.00 to £10.00) for full day trips over 60 miles each way as recommended by the Community Transport Scheme project team, effective from 1<sup>st</sup> September 2025.

**RESOLVED:** Cllr Bull proposed DPC approved the proposed price increase of £2.00 (from £8.00 to £10.00) for full day trips over 60 miles each way as recommended by the Community Transport Scheme project team, effective from 1<sup>st</sup> September 2025. Seconded, all agreed. **ACTION; HELEN**

## 11 Library Agreement

**To approve and the Chairman to sign** the terms of the Library Grant Agreement between Cheshire East Borough Council and Disley Parish Council.

**NOTED:** Cllr Adams and members of the public left the room at this point in the meeting

**RESOLVED:** Cllr Bull proposed DPC agree the terms of the Library Grant Agreement, seconded, all agreed. Cllr Bull signed the agreement.

**NOTED:** Cllr Adams rejoined the meeting

## 12 Planning Applications

- (a) **NOTED;** the following planning applications were considered and agreed

- (b) **NOTED;** Planning decisions made by Cheshire East Council were noted

(c) Reference	Address	Details	COMMENTS
<b>25/2100/HOUS</b>	Old Lady House, 68 Jacksons Edge Road, Disley, Stockport, Cheshire East, SK12 2JR	Erection of two storey extensions to the front and rear elevations, alterations to windows and doors, installation of Juliet balconies, erection of dormers to the front roof slope and the rear roof slope, and external render	Deadline 10/07/25 – extension to 28/7/25 requested  No Objections
<b>25/2139/CLPUD</b>	109 Buxton Old Road, Disley SK12 2BU	Certificate of lawful proposed development of a detached building	Deadline 22/07/25 – extension to 28/7/25 requested No Objections
<b>25/2412/HOUS</b>	4 Orford Avenue, Disley SK12 2BH	First floor extension over existing garage and single storey rear extension,	Deadline 29/07/25  No Objections

		planning previously agreed but has expired October 2024	
<b>25/2392/VOC</b>	2 Hilton Road, Disley SK12 2JU	Variation of condition - approved on application 21/4603M	Deadline 29/07/25 No Objections
<b>25/2420/HOUS</b>	111 Buxton Old Road, Disley SK12 2BU	Erection of extension to front elevation and form enlarged lounge, landscaping works and installation of external wall insulation.	Deadline 01/08/25 No Objections
<b>Decisions</b>			
<b>24/5102/FUL</b>	28 & 30 Jackson Edge Road, Disley, Cheshire, SK12 2JL	Demolition of existing dwelling at 28 Jacksons Edge Road and erection of replacement dwelling, and replacement of existing detached garage for 30 Jacksons Edge Road	Granted subject to 8 conditions
<b>24/0453/PIP</b>	Land Off Strines Road, Strines, Cheshire East, SK6 7GN	Permission in principle for 6 dwellings	Granted

### 13 Annual Review of fees and charges

#### a) ELECTRIC VEHICLE CHARGING

**NOTED;** Electric Vehicle charging rates were referred to the next meeting pending a review

#### b) HALL HIRE CHARGES

**NOTED;** Hall Hire charging rates were referred to the next meeting pending a review

#### c) PHOTOCOPYING / PRINTING CHARGES

**APPROVED;** Cllr Adams proposed that DPC approve the increased charges, seconded, all agreed.

**ACTION; HELEN**

- A4 = 10p (B&W) 20p (colour),
- A3 = 20p (B&W), 40p (colour).
- Laminating = 50p per sleeve (unchanged).
- Copying / printing be limited to 30 sheets and not for businesses.  
(24/25 annual revenue £132.85)

### 14 Projects Teams Updates

**NOTED;** Project team updates were noted.

## 15 Finance

- a) **To approve** the Finance Report from the RFO

**NOTED;** Item deferred to the next finance meeting

**ACTION; RFO**

- b) **To consider** the recommendation from the RFO/Finance Report to increase the Parish Maintenance budget (code 260) by £10,000

**NOTED;** Item deferred to the next finance meeting

**ACTION; RFO**

- c) **To appoint** a councillor to undertake the bank reconciliation for July 2025 and August 2025

**NOTED;** Cllr Windsor was appointed to undertake the bank reconciliation for July 2025 and August 2025. Training to be provided.

**ACTION; RFO**

- d) **To approve** the payment schedule for 09.06.25

**RESOLVED;** Cllr Adams proposed DPC approve the payment schedule, seconded, all agreed

- e) **To approve** the payment schedule for 17.06.25

**RESOLVED;** Cllr Adams proposed DPC approve the payment schedule, seconded, all agreed

- f) **To approve** the payment schedule for 08.07.25

**RESOLVED;** Cllr Adams proposed DPC approve the payment schedule, seconded, all agreed

- g) **To approve** the payment schedule for 10.07.25

**RESOLVED;** Cllr Adams proposed DPC approve the payment schedule, seconded, all agreed

- h) **To approve** the annual cost of £170.00 per annum to service the EV charging sockets x2

**RESOLVED;** Cllr Pattison proposed DPC approve the annual cost of £170.00 per annum for service of EV charging sockets, seconded, all agreed

- i) **To approve** the contract for EDF energy electric charges / 2 year contract at £8901.62 per annum as recommended by Utility Aid

**RESOLVED;** Cllr Adams proposed DPC approve the contract for EDF energy electric charges / 2 year contract at £8901.62 per annum as recommended by Utility Aid subject to lower quotes at the point of signing.

**ACTION; CLERK**

- j) **To approve** the contract for EDF energy gas charges / 3 year contract at £3721.63 per annum as recommended by Utility Aid

**RESOLVED;** Cllr Pattison proposed DPC approve the contract for EDF energy gas charges / 3 year contract at £3721.63 per annum as recommended by Utility Aid subject to lower quotes at the point of signing.

**ACTION; CLERK**

- k) **To approve** quotes for drainage works;-

- i. 665; Lower Greenshall Lane Site - £1400.00 + VAT
- ii. 752; Newtown Playing Fields – £900.00 + VAT

**RESOLVED;** Cllr Bull proposed DPC approve the quotes for drainage works, seconded, all agreed.

**ACTION; CLLR PATTISON**

## 16 Meetings

Date & Time	Meeting / Event	Venue
4 <sup>th</sup> August 2025 10.00am	Village Events Meeting	Teams
12 <sup>th</sup> September 2025	Dementia Support Meeting	
15 <sup>th</sup> September 2025 7.00pm	Full Council Meeting	Community Hall
9 <sup>th</sup> October 2025 10.00am	Health & Well Being Meeting	Teams

## 17 Communication

- a) **To approve** a request for permission to run a boxing for fitness class for children at Arnold Rhodes play park by a qualified Hatton certified instructor with PL insurance, DBS, Safeguarding and first aid training

**RESOLVED;** Cllr Bull proposed DPC approve the request, seconded, all agreed.

- b) To receive an update from Cllrs Windsor & Pattison regarding the Disley Scout Group/DPC extended tenancy agreement

**NOTED;** Cllrs Pattison and Windsor attended a meeting with 3 representatives from Disley Scout Group on 18th June 2025 who wished to inform DPC that the group is considering replacing the current hut and wanted reassurance that DPC would be in agreement in principle to an extension of their current lease to facilitate replacement. They will contact DPC again when they have further information.

- c) To receive an update from Cllrs Windsor & Pattison regarding the recent meeting held with residents from Crabtree Court

**NOTED;** Cllr Pattison and Cllr Windsor reported that they had attended a meeting with 4 residents of Crabtree Court on 9th July 2025 who requested that DPC asks CEC to reinstate access to parking permits at the Community Centre car park for people living within 150m of the Community Centre. Item to be discussed at September DPC meeting.

**ACTION; CLERK**

- d) To consider production of the Disley News Autumn / Winter / Christmas and members of staff to facilitate it

**NOTED;** it was agreed that posters would be circulated about the Christmas Extravaganza, and that DPC would use the E-bulletin and Social media to keep

residents informed about events etc.. until such time as the new Clerk was in place. Regular advertisers would be notified of the delay in production.

**ACTION; HELEN/LAUREN**

## **18 Fire Risk Assessment**

To note that the annual risk assessment was carried out on 23 June 2025 & the actions required;-

- a) Display an emergency Evacuation Plan
- b) Instruct fire door inspections
- c) Fire Safety Training required for all staff
- d) Kitchen fire extinguisher to be changed
- e) Display the fire alarm zone plan adjacent to the fire alarm panel
- f) Installation of a carbon monoxide detector in the proximity of the boiler
- g) Emergency lighting service plan on an annual basis
- h) Display electrical hazard warning signage where appropriate
- i) Update of DPC fire safety policy

**NOTED;** All issues were noted for remedial action.

**ACTION; CLERK**

## **19 Fire Safety**

- a) **To approve** DPC fire safety policy 2025

**RESOLVED;** Cllr Adams proposed that DPC approve the fire safety policy 2025, seconded, all agreed

- b) **To approve** the cost of £399.00 for Fire Safety Training for all staff

**RESOLVED;** Cllr Adams proposed DPC approve the cost of £399.00 for fire safety training – one place to be offered for the Library staff seconded, all agreed

**ACTION; HELEN/CLERK**

- c) **To approve** the cost of £120.00 for the annual service plan of emergency lighting at the community centre

**RESOLVED;** Cllr Adams proposed DPC approve the cost of £120.00 for the annual service plan of emergency lighting at the community centre, seconded, all agreed.

- d) To note the updated emergency evacuation plan to be displayed in the hallway of the community centre

**NOTED;** The evacuation plan to be displayed in the hallway was noted

**ACTION; HELEN/EITHNE**

## **PART 2**

- 20 To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded

from the meeting because of the confidential nature of the following business to be transacted.

**RESOLVED;** Cllr Adams proposed DPC approve the exclusion of press and public, seconded, all agreed.

## 21 Staffing Matters

- a) **NOTED;** the confidential report was noted.
- b) **RESOLVED;** Cllr Adams proposed DPC retrospectively approve the payment of accrued holiday leave, seconded, all agreed.
- c) **NOTED;** Job applications were received and considered, interview date of 4<sup>th</sup> August 2025 was agreed.

## 22 Close of Meeting

**NOTED;** Cllr Bull closed the meeting at 21.02

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### **Cllr Sue Adams, Cheshire East Councillor Report June 2025 for Disley Parish Council**

Summary of Issues Raised by Residents June 2025

Bin Collections	3
Planning	3
Highways	2
Social Care	1
Parking	1
Other	3
Total	13

### **Highways**

Further work is currently in progress on Jacksons Edge Road.

Re-lining of Ram Green crossroads was finally done early on Sunday 22nd June. This followed my efforts to expedite the work after refusal of the permit for 8<sup>th</sup> June. Many thanks to Cheshire East Highways for getting this essential work done to improve safety for both pedestrians and motorists at a very busy junction

Hollinwood Road is now open following the extended period required to complete repointing of the entire culvert and retaining wall. Thank you to residents for their understanding during the closure period.

I am continuing to engage with Cheshire East Highways about the closure of the B5470 Whaley Bridge to Macclesfield Road. Updates can be found on the Cheshire East website.

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There is a lot more work needed to bring roads in Disley and Newtown up to an acceptable standard, and I shall continue to pursue this work on behalf of residents.

### **Bin Collections**

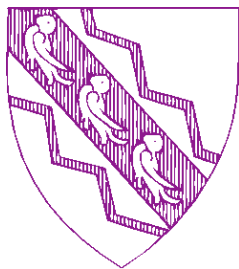
There have been a couple of recent examples of whole streets being missed re bin collections. Although following my intervention these missed collections have been resolved, I am continuing to monitor bin collection issues in Disley and Newtown.

### **Car Park Charges**

I have received several complaints about the display on the payment machine at Disley Community Centre car park. A clear sign has now been placed next to the payment machine explaining that the car park is 'Free after 3pm'. Unfortunately, the display on the machine states that charges apply from 8.00am to 10.00pm. This is causing a lot of confusion for car park users. Today Cheshire East Council have confirmed that the information on the payment machine will be corrected.

### **Disley Library**

The funding agreement to enable Disley Library to remain open on Saturday mornings has now been signed by Disley Parish Council. I am awaiting sight of a copy of the agreement signed by both Cheshire East Council and Disley Parish Council. The next step will then be to contact volunteers. I apologise to volunteers for the length of time this is taking.



# DISLEY PARISH COUNCIL

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## **Minutes of the Extra Ordinary Meeting held on 19<sup>th</sup> August 2025 7.00pm Disley Community Centre, SK12 2BB**

Attended by; Cllrs Bull, Pattison, Adams, Windsor.

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### **1. Apologies**

To approve any apologies for absence.

**RESOLVED;** No apologies received

### **2. Declarations of Interest**

To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.

**NOTED;** No declarations received

### **3. Public Forum**

To receive comments from members of the public in accordance with guidance provided on the website: [Public-Participation-at-Council-Meetings-11-02-2015.pdf](#).

**NOTED;** No members of the public in attendance

### **4. Appointment of Parish Clerk**

- a) To note that interviews were held on 4 August 2025, conducted by Cllrs Bull, Pattison, and Windsor, from a shortlist of three candidates.

**NOTED;** Interview dates and shortlisted candidates were noted

- b) To approve the appointment of the clerk on the NALC agreed SCP 29 for 30 hours per week office-based on the Model Employment Contract as approved by NALC/SLCC.

**RESOLVED;** Cllr Adams proposed Disley PC approve the appointment of a clerk at SCP 29 for 30 hours per week. Seconded, all agreed.

- c) To approve the recommendation of the interview panel to appoint Sarah Allen as Disley Parish Clerk.

**RESOLVED;** Cllr Adams proposed Disley PC approve the appointment of Sarah Allen as Disley Parish Clerk. Seconded, all agreed.



d) To agree start date of appointment.

**NOTED;** Start date for employment of the clerk agreed as Tuesday 26<sup>th</sup> August 2025 subject to satisfactory references received beforehand.

## **5. Close of Meeting**

**NOTED;** Cllr Bull closed the meeting at 19.15

## **VILLAGE EVENTS MEETING MINUTES – 4<sup>th</sup> August 2025**

**Attendees: Cllrs. Pattison, Scale and Windsor and Helen Richards**

### **1. Baby & Toddler First Aid training course – 17<sup>th</sup> July 2025**

- Good feedback from the 6 attendees (out of 12 places) who felt the trainer was excellent and they were pleased that it was free.
- Suggested that we review the publicity and timing of the course (2-4pm) as this may have put off potential attendees who have school runs during that time.
- Project team agreed that this training could be arranged alternate years with CPR and Defib training.

### **2. Disley Show – Saturday 16<sup>th</sup> August 2025**

- DPC have booked a stall.
- Cllr. Bull, Helen Richards and media assistant, Lauren Coop, met on 1<sup>st</sup> August to discuss the content of the display board and how the gazebo should be set out.
- A volunteer timetable to man the stand has been organised.
- Arrangements for setting up the stand will be discussed with the rangers.
- Meeting on 8<sup>th</sup> August to finalise the stand (PB, LC and HR)

### **3. Autumn Litter Pick – Saturday 13<sup>th</sup> September 2025**

- Arrangements are in hand. Litter pick equipment booked with CEC.

### **4. Remembrance Sunday – 9<sup>th</sup> November 2025**

- Arrangements are in hand.
- Traffic management company booked.
- Volunteer helpers to be found

### **5. Christmas Extravaganza – Friday 5<sup>th</sup> December 2025**

- Councillors have given approval to book the Silk FM stage / singer and the lighting / fireworks so these have been booked.
- Christmas trees for Ram Green (22-24 foot) and Newtown (12 foot)– quote received from Northwich Town Council - to be taken to September council meeting. In the meantime, we will look at other options for the Newtown tree e.g. aluminium tree; cone lit tree  
**ACTION: Cllr. Scale to look at options and report back to next events meeting**
- New lights for the Ram Green and Newtown trees – it was proposed to seek quotes for new lights at the Ram Green but retain the existing lights for the Newtown tree. Quotes to be obtained from Northwich Town Council and a company called LITE (supplies Parish Councils). To be taken to September council meeting.

**ACTION: Helen to contact Northwich Town Council and LITE to obtain quotes.**

- Lights in the 3 trees on Ram Green and tree work:  
1) quote received from Mike Wilson for topping the trees – to be taken to September council meeting.  
2) replacement lights quote awaited from Dave Farley. It was agreed that white lights are preferred. Quote to be taken to September council meeting.  
**Action: Cllr. Pattison to send LITE link to Dave Farley and follow this up to obtain quote.**
- Stage - the Primary School choir and singer, Kerri will be on stage. It was agreed that festive bunting on the stage would add to the occasion and it was suggested that Disley Primary School pupils may like to design this e.g. laminated A5 flyers or triangle fabric bunting. There could be a prize(s) per year group / class etc.  
**Action: Cllr. Windsor to contact Becky Adamson, deputy head, to discuss this.**
- Santa's Grotto – to be dressed in the usual way but possibly with the addition of the Primary School bunting.  
**Action: Cllr. Pattison to liaise with Lesley Fogg.**
- Disley PTA Raffle Stall  
**Action: Cllr. Pattison to contact Gilly at the PTA to ask if they want to hold their raffle draw on the night.**
- Policing – contact Cheshire Police to arrange for police to attend on the evening  
**Action: Helen to submit an online request.**
- Parking bays for fireworks – need to apply to CEC to close off 3 bays for the fireworks.  
**Action: Helen to contact CEC to arrange this at the same time as submitting a Temporary Event Notice (early September)**
- Publicity – as there won't be a Disley News in Autumn/Winter, it was suggested that a Christmas based A5 leaflet is designed to include programme of timings, new lights, children's bunting, reduced noise fireworks etc. This could also be used on social media, the e-Bulletin and as A4 posters for noticeboards etc.  
**Action: content to be discussed at next meeting and then media assistant to be involved in creating the flyer.**

6. A.O.B. None

7. Date of next meeting – Tuesday 30<sup>th</sup> September at 10am

## **Minutes from Village Health & Wellbeing Teams Meeting Thursday 17<sup>th</sup> July 2025**

**1. Present:** Sue Adams, Lisa Joslin, Clare Johnson, Emma Paddle, Paul Vickers, Lynn Barry, Val Burlison, Daniel McCabe, Jean Windsor

**Apologies:** Julie Magee, Jill Broomhall

### **2. Matters Arising from Previous Meeting**

Sue confirmed Dementia Disco will be advertised each month via DPC social media

### **3. Time to Talk**

Clare reported that one family attended the session in Disley regarding a new diagnosis. This was a very lengthy session. They were given lots of information and advice.

### **4. Disley Friends Update/Namaste Training**

Jean - Last session was held on 11<sup>th</sup> July and considering the extreme heat, we had a good attendance of 20 people.

Suzanne Rhodes kindly came to Disley to give us training in the use of the Namaste box. We don't have anyone who would benefit from this at present, but we have noticed a deterioration in one of our regular attendees, so this may be of benefit to her in the future.

### **5. Disley Friends/Afternoon Tea**

Paul kindly agreed to sponsor this event which will be at the Disley Friends session on Friday 12<sup>th</sup> September.

Lisa is arranging for Dementia Disco to be there to provide entertainment for the afternoon.

**Action: Lisa to prepare a flyer for this event to be distributed via usual channels and including Orcadia.**

**Action: Jean to try to find out numbers of attendees and feed back to Lisa.**

### **6. Dystlegh Grange/Inglewood/Orcadia Updates**

Jean reported that several more residents of Dystlegh Grange have joined the book club which is still proving to be very popular with residents and non-residents alike.

Dystlegh Grange are arranging for their own gardener to carry out some pruning and weeding to get the garden ready for interested residents/non-residents to start the gardening club.

Lisa kindly offered to contact SD at Poynton Town Council for advice as she has experience of this type of activity.

Sue met 2 staff members from Inglewood at the recent Care Home Forum. Inglewood would like to have more involvement with the village. Sue has signposted them to Disley Primary School.

Inglewood have confirmed that they will be attending the Orcadia Garden Party.

Orcadia have had a good response to date with various groups agreeing to have a stall at the event and there has been a good response from people confirming they will attend.

This was advertised via DPC social media and the e-bulletin.

Lisa reported that all 3 care homes are engaging well. Lisa and Rhoda visited Inglewood and were pleased to hear that Inglewood would like to attend the Disley Friends Afternoon Tea.

### **7. Disley Health and Wellbeing Fair**

Lisa reported that the event was originally scheduled to take place in August. However, it is hoped that there will be an Everybody Leisure Roadshow at some point in the near future.

### **8. Disley Primary School/Friends of Disley Station**

Jean reported that she was looking forward to receiving 3 banners for the fences at Disley Station. The children whose designs won a competition will be coming to the station for a photo shoot and the banners will be put in place by one of the village rangers.

### **9. Inter-Generational Projects**

Lisa has met with Dystlegh Grange to discuss this and will meet with Disley Primary School in September.

Jean suggested that the children be asked to design banners for each care home and possibly assist with the gardening club as the school have a gardening club.

### **10. Baby/Toddler First Aid Course**

Sue reported that DPC are hosting the session with Millie's Trust on Thursday 17<sup>th</sup> July from 2 – 4pm at the Community Centre. There are 12 places but possibly due to the timing, only 6 people have booked.

### **11. Middlewood Update**

Lynn reported that she is looking into the organisation of a volunteer transport scheme in Bollington that will run similarly to Good Neighbours in Disley.

Lynn met with Open Hands who run a similar scheme in Poynton.

Emma reported that when Leah's maternity leave ends, Leah will be back working part-time so Emma is pleased to have been asked to stay on.

Middlewood has a new telephone system where a call back can be requested, and patients can check/cancel appointments without having to queue on the phone. Emma will arrange for Drew to send details to Sue.

### **12. Shared Lives**

Dan described the service which provides support to people aged 18+. The scheme is similar to foster care and caters for people with learning difficulties or other health/social care needs to avoid long term care home placement. Shared Lives carers can also provide sessional care in blocks of 3 hours and the scheme can also include short breaks or overnight stays.

CE are currently supporting 120 people with placements.

Dan explained that a social worker works with both carers and cared for to rigorously match them for suitability and support is provided by a sessional support worker of which there are approximately 100.

CE are very keen to expand the service as it has proved so far to be very beneficial for both the person and the families they are matched with.

Dan is willing to come to Disley to give a presentation on the service to community groups.

Dan said an officer from Shared Lives will attend our next meeting. **(Update: This will be Kate Carson).**

Dan will be attending the next social prescribers meeting.

Dan confirmed that Shared Lives families would receive bespoke training on safeguarding etc. and that no personal care needs to be given to the person being hosted.

Sue suggested that any flyers published should make this clear.

### **13. AOB - none**

### **14. Date and time of next meeting**

Thursday 9<sup>th</sup> October 2025 10 – 11 am on Teams

## **Informal Finance Working Group – Notes**

**Date:** 13<sup>th</sup> August 2025

**Time:** 2pm

**Venue:** Disley Community Centre

**Present:** Cllrs Adams, Cllr Bull, Pattison, Scale, Windsor & J O'Donoghue (RFO)

**Apologies:** None

**To be reported at the next full Parish Council meeting, with recommendations presented as agenda items**

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### **1. Welcome and Apologies**

- Chair welcomed all present.
- 

### **2. RFO Report – Financial Position**

- Noted that the council is a quarter into the financial year and all budget items remain on track.
- Latest financial report was provided.
- It was noted that the salary budget was in danger of being exceeded however noted that additional funds could be made available subject to council approval.
- It was noted that there may need to be a virement to the maintenance budget subject to a review of tree maintenance.
- It was noted that there was an overspend on the Building Supervisor budget code.

#### **Decision/Action:**

- It was agreed to combine budget codes 260 and 262.
  - Cllr Adams to look at the expenditure on Building Supervisor budget against Community Centre room bookings.
  - Add £3K to the community bus budget from general reserves.
- 

### **3. Accounts Review – April to June 2025**

- Income and expenditure reviewed.
  - No significant variances to date.
  - Noted retrospective approvals without budget provision.
- 

### **4. Forecast to 31 March 2026**

- No major variances expected unless unbudgeted expenditure continues.
-

## **5. Reserves Position**

- Reviewed current reserves (Appendix B).
- Discussion on possible adjustments/reallocations.

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## **6. Payment Processes**

- Reviewed current processes for invoices, staff payments, reconciliations, and monthly reporting.
- Considered RFO's recommendation for publishing finance reports on website.

**Decision/Action:** Publish monthly finance reports on a designated section of the website.

---

## **7. Direct Debit Arrangements**

- Reviewed list of current DDs.
- Considered whether all remain necessary and authorised.

**Decision/Action:** A further review will be carried out when looking a 2026-27 budget arrangements.

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## **8. Budget Planning – 2026/27**

- Draft timetable discussed.
- Preparatory work for early engagement noted.

**Decision/Action:** RFO to prepare a draft budget for initial informal review in October 2025 followed by further review at a full council meeting in November 2025.

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## **9. Internal Audit**

- Noted changes to AGAR Assertion 10.
  - Considered adoption of revised Financial Regulations and Standing Orders.
- 

## **10. Website Review**

- RFO's report noted.
- Consideration given to tender specification and funding options.

**Decision/Action:** It was agreed that the RFO will seek 3 quotes for an improved website which is compliant with the current regulations; this will include registration of a .gov.uk domain name and .gov.uk email addresses for all staff and councillors. Quotes to be considered at a future council meeting.

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### **11. Finance Training for Councillors**

- Training needs discussed.
- Considered potential providers and formats.

**Decision/Action:** RFO to source providers and issue dates and information to all members of the Finance Committee.

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### **12. Finance Regulations**

- Report previously noted.
- Discussed reasons for deferral on 24th July 2025.

**Decision/Action:** It was agreed to add this item to the agenda for the September meeting to formally approve the amended Finance Regulations.

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### **13. Standing Orders**

- Report previously noted.
- Discussed reasons for deferral on 24th July 2025.

**Decision/Action:** It was agreed to add this item to the agenda for the September meeting to formally approve the amended Standing Orders.

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### **14. Councillor Roles and Responsibilities**

- Reiterated that councillors cannot instruct or authorise expenditure without prior approval.
- 

### **15. Delegation of Authority**

- Considered RFO's recommended Scheme of Delegation.

**Decision/Action:** It was agreed to add this item to the agenda for the September meeting to formally approve the Scheme of Delegation.

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### **16. The General Power of Competence**

- Report noted.
- Discussed implications of loss of GPoC.

**Decision/Action:** It was noted that all expenditure will be required to have a power of authority to spend and a full list of powers and regulations will be provided. This will need to be evidenced on all expenditure items listed on the payments schedule. RFO to provide list.

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### 17. New Clerk Budget Considerations

- Report noted.
- Considered financial implications of new Parish Clerk appointment.

**Decision/Action:** It was agreed that the post would be graded at SCP 29–30, commencing at SCP 29, based on a 30-hour working week. The Working Group considered this appropriate as the appointee has no prior experience as a Parish Clerk. It was further noted that hours may vary during the initial weeks of employment, with payment made on an hourly basis for hours worked. The designated place of work will be the Community Centre office, with part-time hours spread across five days. Council meetings will fall within the 30 contracted hours.

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Signed:

Jo O'Donoghue FSLCC

Dated: 26/08/2025

## DISLEY PARISH COUNCIL FINANCIAL REGULATIONS 2025-26

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These Financial Regulations were adopted by the council at its meeting held on **[date]**  
Minute reference: **[reference]**

## 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
  - '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 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 £5,000

## **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 Parish Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Parish 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 the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.

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 (AGAR).
- 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 council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee.
- 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 shall review its draft budget and submit any proposed amendments to the Finance Committee not later than the end of November each year.
- 4.6. The draft budget with committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance 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 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. 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<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates which may include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk/RFO 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

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

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 Clerk/RFO, under delegated authority, for any items below £500 excluding VAT.
- the Clerk/RFO, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets
- 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

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

**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/RFO 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/RFO 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; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed periodically 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. 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.
- 6.4. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.5. 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 or a duly delegated committee may authorise in advance for the year.
- 6.6. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.7. The Clerk shall have delegated authority to authorise payments in line with any delegation policy.
- 6.8. The RFO shall present the relevant invoices, to the council or committee. Two councillors shall review the invoices for compliance and, having satisfied itself, shall authorise payment. The authorised schedule shall be initialled by the person chairing the meeting. A detailed list of all payments shall be disclosed within the monthly Finance Report.

## **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 a number of 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. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.3. The Administration Officer 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.
- 7.4. In the prolonged absence of the Administration Officer a member of the administrative team shall set up any payments due.
- 7.5. A councillor who is an authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which members approved the payment online.

- 7.7. A full list of all payments made in a month shall be provided to the next council meeting.
- 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. 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 provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 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. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. 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.
- 7.13. 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 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 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 council and authority for topping-up shall be at the discretion of the 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 or the Administrative Officer 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.

## **10. Petty Cash**

- 10.1. The council will maintain a cash float of £200.

## **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 or relevant committee.
- 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. Payroll reports will be reviewed to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **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 full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy 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 Clerk/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 by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

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

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

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity.

### **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. Assets, properties and estates**

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

- 15.2. 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.
- 15.3. 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.
- 15.4. 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 £500. In each case a written report shall be provided to council with a full business case.

## **16. Insurance**

- 16.1. The Clerk 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.
- 16.2. The Clerk shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.
- 16.4. 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 annually by the council, or duly delegated committee.

## **17. Charities**

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

## **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 RFO 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.

## **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) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



# **MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)**

**Approved by Disley Parish Council at a meeting held on:**



**National Association of Local Councils (NALC)**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

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## **INTRODUCTION**

**This is an update to Model Standing Orders 14 and 18.**

## **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. NALC model standing orders 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 in a council's standing orders.

The model 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. Model financial regulations are available to councils in membership of NALC.

## 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 may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 3 ) minutes without the consent of the chair of the meeting.

## 2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. **MEETINGS GENERALLY**

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless



directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- 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 chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 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 chair of a meeting may give an original vote on any matter put to**

- the vote, and in the case of an equality of votes may exercise their
- casting vote whether or not they gave an original vote.

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

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

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted**  
 and the meeting shall be closed. The business on the agenda for the meeting  
 shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ( 2 ) hours.

#### 4. COMMITTEES 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 ( 7 ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

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

## **5. 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 councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- 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 Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and**

**shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (*see also standing orders 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 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair 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 chair of a committee does not call an extraordinary meeting within ( 7 ) days of having been requested to do so by ( 3 ) members of the committee, any ( 3 ) members of the committee may convene an extraordinary meeting of the 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 ( 3 ) 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 chair of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting 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 ( 7 ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), 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, to the Proper Officer at least ( 3 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f 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 that 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**

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

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other 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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."  
  
● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

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

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- 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 a meeting of the Council, or committee or sub-committee for which the dispensation is required 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 at the beginning of the meeting of the Council, or committee or sub-

committee 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;**
- 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 Principal 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 ( ) days before the meeting confirming their withdrawal of it;
  - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the ( ) 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 Council] OR [( ) committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

## 16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint an appropriate staff member 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".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

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

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

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

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

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. 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 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 chair if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the committee at its next meeting.

- c The chair of or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of or in their absence, the vice-chair of committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of committee this shall be communicated to another member of committee which shall be reported back and progressed by resolution of committee.
- 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 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).

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

## 21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION** (Below is not an exclusive list).

*See also standing order 11.*



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

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

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

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

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

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

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised 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 or legal 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 ( 3 ) 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 chair of a meeting as to the application of standing orders at the meeting shall be final.

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## A Scheme of Delegation to the RFO

The powers and duties set out in this scheme are delegated to the RFO. The RFO, where specified may delegate these duties and powers to other officers within the Town Council.

The RFO is the Councils Responsible Financial Officer and the Proper Officer with responsibility for the management of the finances.

### Extent of Delegation

#### 1.0 DELEGATION

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2 The RFO will exercise these powers in accordance with

- a) approved budgets
- b) the Council's Financial Regulations
- c) the Council's Standing Orders
- d) the Council's Policy Framework and other adopted policies of the Council
- e) all statutory common law and contractual requirements

1.3 Provided that such authorisation is not prohibited by statute the RFO to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to:

- a) only being given where there is significant administrative convenience in doing so
- b) the officer authorised by the RFO acting in the name of the RFO

1.4 A delegation to a subordinate officer shall not prevent the RFO from exercising the same power or duty at the same time.

### General Matters

2.0 The RFO is authorised:

- a) 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.
- b) To act as the Council's designated officer for the purposes of the Freedom of Information Act.
- c) To respond to Freedom of Information requests in accordance with current legislation and guidance.
- d) To manage, monitor and review the Councils Internal control procedures.
- e) To manage, monitor and review the Councils Financial Risk Assessment.

### Financial Matters

3.0 The RFO is authorised as follows:

3.1 To be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.

3.2 To operate the Council's banking arrangements.

3.3 To incur expenditure up to a maximum of £500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution.

3.4 To incur expenditure, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items above £500 and below £2,000.

3.5 To arrange payment for all accounts properly incurred.

3.6 To arrange payment for all subscriptions to organisations to which the Council belongs.

3.7 To make all necessary arrangements for the provision of an internal and external audit service for the Council.

3.8 To negotiate settlements in connection with claims made by and against the council in consultation with the Council's insurers where appropriate.

3.9 To incur expenditure on revenue items within the approved estimates and budgets under their control.

3.10 To incur expenditure on capital schemes within the Council's approved capital Programme.

3.11 To enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate if necessary, following council approval.

3.12 To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

3.13 To carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.

3.14 To manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.

3.15 To authorise action for the recovery of debts

3.16 To write off debts up to the level set by the Council at its Budget Meeting.

3.17 To maintain a Register of Assets and Inventory of Equipment.

3.18 To determine the Town Council's insurance requirements on the Council's behalf.

3.19 To make all necessary arrangements for the Council's insurances.

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3.21 To approve spending in accordance with Councils Financial Regulations.

### Emergencies

4.0 The RFO is authorised to act on behalf of the Council in cases of urgency or emergency in consultation with the Parish Clerk. Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee. The Chairman of any relevant committee is to be consulted before such action is taken.

<i>Date approved:</i>	
<i>Written by:</i>	<b><i>Jo O'Donoghue (RFO)</i></b>
<i>Minute no:</i>	
<i>Review date:</i>	

<b>Local Government Services Pay Agreement 2025/26</b>
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	01-Apr-24		01-Apr-25		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	
4	£24,404	£12.65	£25,185	£13.05	
5	£24,790	£12.85	£25,583	£13.26	
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	
9	£26,409	£13.69	£27,254	£14.13	
10	£26,835	£13.91	£27,694	£14.35	
11	£27,269	£14.13	£28,142	£14.59	
12	£27,711	£14.36	£28,598	£14.82	LC1 (above substantive range)
13	£28,163	£14.60	£29,064	£15.06	
14	£28,624	£14.84	£29,540	£15.31	
15	£29,093	£15.08	£30,024	£15.56	
16	£29,572	£15.33	£30,518	£15.82	
17	£30,060	£15.58	£31,022	£16.08	LC2 (below substantive range)
18	£30,559	£15.84	£31,537	£16.35	
19	£31,067	£16.10	£32,061	£16.62	

20	£31,586	£16.37	£32,597	£16.90	
21	£32,115	£16.65	£33,143	£17.18	
22	£32,654	£16.93	£33,699	£17.47	
23	£33,366	£17.29	£34,434	£17.85	
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	
26	£36,124	£18.72	£37,280	£19.32	
27	£37,035	£19.20	£38,220	£19.81	
28	£37,938	£19.66	£39,152	£20.29	
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	
31	£40,476	£20.98	£41,771	£21.65	
32	£41,511	£21.52	£42,839	£22.20	
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	
35	£44,711	£23.17	£46,142	£23.92	
36	£45,718	£23.70	£47,181	£24.46	
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	
39	£48,710	£25.25	£50,269	£26.06	
40	£49,764	£25.79	£51,356	£26.62	
41	£50,788	£26.32	£52,413	£27.17	
42	£51,802	£26.85	£53,460	£27.71	

43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	
45	£55,367	£28.70	£57,139	£29.62	
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	
48	£59,300	£30.74	£61,198	£31.72	
49	£60,903	£31.57	£62,852	£32.58	
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	
52	£65,943	£34.18	£68,053	£35.27	
53	£68,000	£35.25	£70,176	£36.37	
54	£70,065	£36.32	£72,307	£37.48	
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	
57	£76,277	£39.54	£78,718	£40.80	
58	£78,315	£40.59	£80,821	£41.89	
59	£80,247	£41.59	£82,815	£42.93	
60	£82,221	£42.62	£84,852	£43.98	
61	£84,243	£43.67	£86,939	£45.06	
62	£86,319	£44.74	£89,081	£46.17	

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).



## Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment Approval list 22.7.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3168	BACS/220725/PAYPAL	£59.54		16/07/25	PAYPAL - Debit Card Account - PayPal replenishment June 2025	£59.54
	1	£19.59	225/6		Councillor emails 24/05/25 - 23/06/25	
	2	£16.95	225/17		Website hosting 25/06/25 - 25/06/25	
	3	£23.00	225/6		Microsoft - sub charges - 24/05/25 - 23/06/25	
3169	DD/140725/ALLSTAR	£121.94		14/07/25	Allstar - Fuel for community bus and council van	£121.94
	1	£51.94	300/1		Fuel for community bus	
	2	£70.00	310/1		Fuel for council van	
3170	BACS/250725/TAYLOR1	£35.67		14/07/25	Steven Taylor - Rubber mats and clamp for community bus	£35.67
	1	£15.99	300/4		Rubber mats	
	2	£19.68	300/4		Clamp to assist with fitting nearside rear trim on commun	
3171	BACS/250725/TAYLOR2	£17.99	225/12	17/07/25	Steven Taylor - Wireless keyboard and mouse for Admin Assistant	£17.99
3172	BACS/250725/VIKING	£113.90	225/4	16/07/25	Viking Direct - Stationery supplies	£113.90
3173	BACS/250725/SES	£204.00	350	16/07/25	Stockport Electrical Services Ltd - Bronze EV servicing package - 2 sockets	£204.00
3174	BACS/250725/WATERP2	£59.19	400/7	10/07/25	United Utilities/Waterplus - Water and wastewater bill - 09.06.25 - 08.07.25	£59.19
3175	BACS/250725/WATERP	£14.46	240	16/07/25	United Utilities/Waterplus - Hagg Bank allotment - 15.06.25 - 14.07.25	£14.46
3176	BACS/250725/PREST	£48.00	400/3	13/07/25	Paul Prest Limited - Pest control work at Disley Community Centre to survey and treat a wasps nest.	£48.00
<b>Total</b>		£674.69				

Signature

Signature

Date

## Expenditure transactions - approval list

Start of year 01/04/25

Payment approval list 7.8.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3177	BACS/0508 25/CEC	£70.00	400/4	26/07/25	Cheshire East Council - Supplier - Premises licence fee for Disley Community Centre	£70.00
3178	DD/290725/ BT1	£129.82	225/2	29/07/25	British Telecommunications Plc - Broadband charges - 1 Jul 2025 - 30 Sep 2025	£129.82
3179	DD/290725/ BT2	£160.31	225/2	29/07/25	British Telecommunications Plc - Phone charges (01663 764019) - 1 Jul 2025 - 30 Sep 2025	£160.31
3180	DD/280725/ BGAS	£44.10	400/5	28/07/25	British Gas - Billing period 17/05/25 - 14/07/25	£44.10
3181	DD/280725/ SSE	£153.48	230/1	28/07/25	SSE Swalec - Electricity - Street lighting - 01.06.25 - 30.06.25	£153.48
3182	DD/280725/ BIFFA	£176.74		28/07/25	Biffa Waste Services Ltd - Trade waste services - 28/06/25 - 25/07/25	£176.74
	1	£107.38	400/10		General waste services - 28/06/25 - 25/07/25	
	2	£69.36	400/10		Recycling waste services - 28/06/25 - 25/07/25	
3183	DD/280725/ ALLSTAR	£54.55		28/07/25	Allstar - Fuel for community bus	£54.55
	1	£54.55	300/1		Fuel for community bus	
3184	005966	£122.80		01/08/25	Petty Cash - Petty Cash replenishment - June and July 2025	£122.80
	1	£30.54	225/12		Office supplies	
	2	£22.91	260		Mole traps and Grommet eyelet punch kit	
	3	£6.45	260		Fuel for power tools	
	4	£15.00	300/11		Reimbursement of volunteer driver expenses	
	6	£12.50	300/10		Gift for retiring volunteer driver - Steve Baynes	
	7	£6.40	225/3		Postage	
	8	£20.00	310/4		AdBlue for council van	
	9	£9.00	400/3		Bulbs for Community Hall	
3185	BACS/1508 25/PAYPAL	£272.96		05/08/25	PAYPAL - Debit Card Account - PayPal replenishment July 2025	£272.96
	1	£23.10	225/6		Councillor emails 24/06/25 - 23/07/25	
	2	£16.95	225/17		Website hosting 25/07/25 - 25/08/25	
	3	£23.00	225/6		Microsoft - sub charges - 24/06/25 - 23/07/25	
	4	£100.00	300/7		Minibus Tyre	
	5	£345.00	310/3		Council Van road tax	
	6	-£235.09	225/12		Deduct £235.09 to generate replenishment amount to be to £500.00	

Signature

Signature

Date

## Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment approval list 7.8.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3186	BACS/1508 25/CRITCH	£31.50		04/08/25	Toni Critchlow - Travel expenses	£31.50
1		£31.50	220/2		Travel expenses 01/07/25 - 30/07/25	
3187	BACS/1508 25/RICHARDS	£13.92	225/3	04/08/25	Helen Richards - 2 x books of 8 2nd class stamps	£13.92
3188	BACS/1508 25/TOMLINSON	£30.61	260	11/07/25	A H Tomlinson Parbans Ltd - Various items - wheelbarrow tube and tyre, latex gloves, screws, washers and trimmer line	£30.61
3189	BACS/1508 25/STEPHEN	£55.08	400/9	31/07/25	Stephensons - Community Centre cleaning materials	£55.08
3190	BACS/1508 25/COOP	£500.00	225/21	29/07/25	Lauren Coop - July 2025 - media assistance	£500.00
3191	BACS/1508 25/CHALC	£25.00	220/3	29/07/25	ChALC (Cheshire Association of Local Councils) - Induction training - Bull - 24/07/25	£25.00
3192	BACS/1508 25/VENUES	£30.00	225/9	23/07/25	Venues4Hire Limited - Listing charge for venue on website for 1 year from July 2025	£30.00
3196	BACS/1508 25/AWARD	£23.00	225/18	06/08/25	Award Cleaning Services - Window cleaning	£23.00
3197	BACS/0608 25/GALLAGHER	£769.13	310/2	04/08/25	A J Gallagher Insurance (Came & Co) - Annual renewal insurance - ranger vehicle	£769.13
		£12,041.38			Salaries & Wages	
<b>Total</b>		£14,704.38				

Signature

Date

Signature

# Disley Parish Council

## Expenditure transactions - approval list

Start of year 01/04/25

Payment approval list 26.8.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3198	DD/120825/ ALLSTAR	£28.43		12/08/25	Allstar - Fuel for community bus	£28.43
1		£28.43	300/1		Fuel for community bus	
3199	BACS/2908 25/BLACKB OX	£463.51	400/3	15/08/25	Black Box Security Alarm Systems Ltd - Annual Maintenance of Fire alarm, intruder alarm and CCTV.	£463.51
3200	BACS/2908 25/COOP	£63.00	600/4	09/08/25	Lauren Coop - I Love Disley stickers for Disley Show and other village events	£63.00
3201	BACS/2908 25/WATER P	£55.25	400/7	10/08/25	United Utilities/Waterplus - Water and wastewater bill - 09.07.25 - 08.08.25	£55.25
3202	BACS/2908 25/WATER P2	£29.74	240	17/08/25	United Utilities/Waterplus - Hagg Bank allotment - 15.07.25 - 14.08.25	£29.74
3203	BACS/2908 25/MOTT	£47.00	300/10	12/08/25	John Mott - Reimbursement of medical fee for renewal of licence for volunteer bus driver over 70	£47.00
3204	BACS/2908 25/NAS	£84.00	225/9	20/08/25	National Society Of Allotment & Leisure Gardeners Ltd - Annual membership renewal 2025-26	£84.00
3205	BACS/2908 25/CEC	£6,946.16	400/12	22/08/25	Cheshire East Council - Supplier - Top up funding of Library Service at Disley Library 2025-26.	£6,946.16
<b>Total</b>		£7,717.09				

Signature

Date

Signature



Total Training UK, the company we have used previously for our Minibus Drivers Awareness Scheme (MiDAS) training, has provided us with a quote of £150.00 for 2 drivers (see below) which includes all the accredited theory and practical training which lasts for 3 years.

Just to put this amount in context, I consider this to be a really good price as the cost of £75.00 per person hasn't changed since the last training in 2023.

The alternative cost of online theory training (not considered to be as thorough as 'classroom' training) would be £40 and then we would have to find someone to do the practical training which is more than likely to cost more than £35 pp.

In the circumstances and as we really need to get on with this training, Sue Adams has approved the amount of £150 and suggest that this is agreed retrospectively at the next council meeting.

Helen Richards



Client Name:

DISLEY COUNCIL

Ref: 11/09/25/8g



Address:

DISLEY  
COMMUNITY CENTRE  
OFF JUNCTION OLD ROAD  
DISLEY, STOCKPORT  
SK12 2DJ

Telephone:

01663 762726

Date:

17/7/2025

## The Tree Company

18 Yeardsley Lane

Furness Vale

High Peak

Derbyshire

SK23 7PN

Office: 01663 744 414

Mike: 07892 945 011

## Quotation

Tree No:	Species	Location	Description of work	Price
6	VARIOUS	RAMS HEAD	REDUCE AND RESHAPE 6 TREES IN FRONT OF THE RAMS HEAD PUB	£680
1	WILLOW	CAR PARK	REMOVE WILLOW IN THE CORNER OF THE CAR PARK	£480
1	GOAT WILLOW	SCOUT HUT	REMOVE LEANING TREE	£260
1	ORCH	SCOUT HUT	CUT BACK LONG LEANING BRANCH	£60
1	ASH	TENNIS COURT	REMOVE DEAD TWIG STEMMED ASH BEHIND THE TENNIS COURT	£360

Total Price £



Client Name: DISCEY COUNCIL

Ref: 11/09/25/8g



Address: DISCEY  
COMMUNITY CENTRE  
OFF DOXTON OLD ROAD  
DISCEY STOCKPORT  
SK122DD

Telephone: 01663 762726

Date: 2/9/2025

## The Tree Company

18 Yeadsley Lane

Furness Vale

High Peak

Derbyshire

SK23 7PN

Office: 01663 744 414

Mike: 07892 945 011

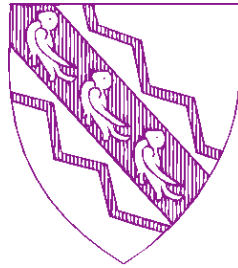
## Quotation

Tree No:	Species	Location	Description of work	Price
1	OAK	LYME PARK	REDUCE WEIGHT OUT OF HEAVY LIMBS TO AVOID RISK OF FURTHER BREAKAGE	£490
1	ELM	LYME PARK	REMOVE DEAD ELM TREE FROM BOUNDARY FENCE	£260
1	<del>HAW</del> THORN	ESSO GARAGE	TRIM AND RESHAPE ROADSIDE HEDGE ON THE A6 NEAR GARAGE	£490

Total Price £1240







# DISLEY PARISH COUNCIL

## Finance Report M4

Dated: 04/09/2025

Prepared by: Jo O'Donoghue, RFO (FSLCC)

This report presents the Financial Statement as of 31<sup>st</sup> July 2025

---

## Contents

1. Cashbook Report from 1/07/2025 to 31/07/2025
2. Comparison Report from 1/04/2025 to 31/07/2025

# Financial Summary - Cashbook

Summary of receipts and payments between 01/07/25 and 31/07/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£8,165.98

## Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£88,010.27
Nationwide Business 1-year Saver	£92,260.44
PayPal Account	£543.58
The Cambridge Building Society	£38,020.36
Total	<u>£227,200.63</u>

Balances at start of period

## Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£63,245.36

## Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£88,010.27
Nationwide Business 1-year Saver	£92,260.44
PayPal Account	£543.58
The Cambridge Building Society	£38,020.36
Total	<u>£282,280.01</u>

RECEIPTS	Net	Vat	Gross
Council	£3,249.99	£76.32	£3,326.31
Total Receipts	<u>£3,249.99</u>	<u>£76.32</u>	<u>£3,326.31</u>
PAYMENTS	Net	Vat	Gross
Council	£19,166.25	£765.77	£19,932.02
Total Payments	<u>£19,166.25</u>	<u>£765.77</u>	<u>£19,932.02</u>

Closing Balances

## Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	<u>£46,639.65</u>
	<u>£46,839.65</u>

## Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond	£88,010.27
Nationwide Business 1-year Saver	£92,260.44
PayPal Account	£543.58
The Cambridge Building Society	£38,020.36
	<u>£218,834.65</u>
Total	<u>£265,674.30</u>

**Not all the accounts have been reconciled exactly to the end date on this summary.**

Signed \_\_\_\_\_

Chair

*Jo O'Donoghue (FSLCC)*

Clerk / Responsible Financial Officer

# Financial Budget Comparison

Comparison between 01/04/25 and 31/07/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Council</b>					
110	Precept	£204,687.00	£0.00	£102,343.50	-£102,343.50
125	Grant Awards	£0.00	£0.00	£0.00	£0.00
130	Rental Income	£8,150.00	£0.00	£558.30	-£7,591.70
135	Petty Cash Replenishment	£0.00	£0.00	£0.00	£0.00
140	RESERVE - Community Transport	£8,513.00	£0.00	£2,883.03	-£5,629.97
150	Other Income	£3,160.00	£0.00	£1,296.90	-£1,863.10
160	Warm Places Initiative	£500.00	£0.00	£0.00	-£500.00
190	Bank Interest	£400.00	£0.00	£137.19	-£262.81
191	Investment Account Interest	£100.00	£0.00	£156.15	£56.15
192	Long-term Investments Interest	£750.00	£0.00	£0.00	-£750.00
193	Nationwide BS Interest	£420.00	£0.00	£0.00	-£420.00
194	PayPal Account Cashback Bonus	£10.00	£0.00	£0.00	-£10.00
195	Cambridge B.S. Year-end adjustment	£0.00	£0.00	£0.00	£0.00
200	Community Centre	£20,500.00	£0.00	£8,552.52	-£11,947.48
<b>Total Council</b>		£247,190.00	£0.00	£115,927.59	-£131,262.41
<b>Total Income</b>		£247,190.00	£0.00	£115,927.59	-£131,262.41

# Financial Budget Comparison

Comparison between 01/04/25 and 31/07/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Council</b>					
215	Salaries Inc Pensions	£125,000.00	£0.00	£44,850.94	£80,149.06
220	Staffing Expenses	£2,575.00	£0.00	£926.50	£1,648.50
225	General Administration	£21,905.00	£0.00	£5,880.45	£16,024.55
230	Street Lighting	£2,000.00	£0.00	£699.75	£1,300.25
231	Streetlighting - Capital Expenditure	£0.00	£0.00	£0.00	£0.00
240	Allotments	£500.00	£0.00	£114.27	£385.73
260	Parish Maintenance	£5,000.00	£0.00	£9,635.37	-£4,635.37
262	Grounds Mainenance	£5,500.00	£0.00	£0.00	£5,500.00
265	Church Grounds Maintenance	£1,400.00	£0.00	£0.00	£1,400.00
270	Land Administration	£1,500.00	£0.00	£750.00	£750.00
280	Playground Upkeep	£7,750.00	£0.00	£1,099.49	£6,650.51
281	Play Area & Playing Fields Capital Expenditure	£20,000.00	£0.00	£0.00	£20,000.00
282	RESERVE - Newtown Improvements	£5,000.00	£0.00	£0.00	£5,000.00
290	RESERVE - Community Grants	£1,500.00	£0.00	£504.37	£995.63
300	RESERVE - Community Transport	£5,990.00	£0.00	£2,494.11	£3,495.89
310	Ranger Vehicle	£2,550.00	£0.00	£158.33	£2,391.67
350	Electric Vehicle Chargepoints	£100.00	£0.00	£170.00	-£70.00
400	Community Centre	£23,250.00	£0.00	£5,202.89	£18,047.11

# Financial Budget Comparison

Comparison between 01/04/25 and 31/07/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance
401	Building Supervisor Salary	£21,000.00	£0.00	£8,678.43	£12,321.57
405	RESERVE - Community Centre Capital Exp.	£30,000.00	£0.00	£0.00	£30,000.00
410	RESERVE - Community Transport - Capital expenditure	£0.00	£0.00	£0.00	£0.00
420	Bank Charges	£50.00	£0.00	£225.66	-£175.66
500	Hanging Baskets	£5,000.00	£0.00	£3,982.30	£1,017.70
600	Village Events	£9,950.00	£0.00	£240.00	£9,710.00
660	CCTV Contribution	£4,170.00	£0.00	£0.00	£4,170.00
670	RESERVE - Neighbourhood Plan	£1,000.00	£0.00	£0.00	£1,000.00
700	Warm Places Initiative	£500.00	£0.00	£0.00	£500.00
<b>Total Council</b>		£303,190.00	£0.00	£85,612.86	£217,577.14
<b>Total Expenditure</b>		£303,190.00	£0.00	£85,612.86	£217,577.14
Total Income		£247,190.00	£0.00	£115,927.59	-£131,262.41
Total Expenditure		£303,190.00	£0.00	£85,612.86	£217,577.14
<b>Total Net Balance</b>		<b>-£56,000.00</b>		<b>£30,314.73</b>	

**From:** Cheryl Barnes <Cheryl@lite-ltd.co.uk>  
**Sent:** 05 August 2025 12:00  
**To:** Helen Richards  
**Cc:** Jackie Pattison; Martin Avill  
**Subject:** RE: Quote please for Christmas LED lights

Good Afternoon, Helen,

Thank you for your enquiry. Please find our quotation details below:

1. **Mini-LED**

- o 22 strings for a 22ft tree (10m mini light string x 22) – **£1,320.00**
- o 1 x 240VA driver – **£130.00**
- o 5 x power leads – **£37.50 each**

2. **Cherry-LED**

- o Recommended for a 22ft tree: 5 x 20m lengths, each fitted with 50 small globes – **£2,925.00**
- o 1 x 240VA driver – **£130.00**

3. **12ft Cone Christmas Tree**

- o Ex-rental cone tree, 370cm x 160cm, available from stock – **£1,200.00**

*Please note: all prices are exclusive of VAT and delivery.*

Should you have any questions or wish to proceed, please don't hesitate to contact me.

Kind Regards

**Cheryl Barnes**  
Sales Operations Manager

**Tel:** 01282 448086  
**Email:** [cheryl@lite-ltd.co.uk](mailto:cheryl@lite-ltd.co.uk)  
**Web:** [www.lite-ltd.co.uk](http://www.lite-ltd.co.uk)



Unit 2 Farrington Place, Rossendale Road Industrial Estate, Burnley, Lancashire, UK, BB11 5TY.  
Company Reg. No. 4246192

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Quote no 2286.

21<sup>st</sup> August 2025

Dear Helen,

Many thanks for your enquiry, taking the time to meet with me to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Disley Parish Council

Please find our quotation as follows –

**Option 1**

To supply 22 x Mini Led strings with driver	£1250.00
---	----------

**Option 2**

To supply Cherry LEDS (300 globes per tree) with driver for a 22-foot tree static colour and driver	£2435.00
---	----------

As above but random colour changing	£4954.00
-------------------------------------	----------

I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Chris Shaw

Chief Officer



Sherratt & Co Engineering Services Ltd  
Old Hall Farm, Lakes Road  
Marple, Cheshire  
SK6 7HB  
07898074828  
info@sherrattandco.co.uk  
www.sherrattandco.co.uk  
VAT: 340496209 Reg: 12390738

**ADDRESSED TO**

Disley Parish Council  
Disley Community Centre, Buxton Old Road  
Disley, Stockport  
SK12 2BB

Quote # **QUO119**

Quote Date **20 Mar 2025**

Job Reference # **3277**

**JOB ADDRESS**

Disley Community Centre, Buxton Old Road  
Disley  
SK12 2BB

DESCRIPTION	UNITS	UNIT PRICE	VAT	AMOUNT (GBP)
Quotation to remove existing convector heaters. Supply and install two new Smiths Caspian ff 90 convector heaters	1.00	£4,012.00	£802.40	<b>£4,814.40</b>
The new heaters will go in the existing positions. They will be connected to the existing heating and electrical feeds with some modification.				
The new units will be upto 80% more energy efficient.				
They provide 5.3 kw output each and come with a 5 year warranty.				
The units will be tested and commissioned.				
All waste will be removed.				

Total excl. VAT    £4,012.00

VAT Total        £802.40

**Total        £4,814.40**

**From:** josh wild <joshwild\_23@hotmail.com>  
**Sent:** 04 September 2025 09:24  
**To:** Disley Clerk  
**Subject:** Fw: Radiator quotes

*Quote confirmed as  
prices remaining the  
same 4-9-25.*

Sent from [Outlook for iOS](#)

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**From:** josh wild <joshwild\_23@hotmail.com>  
**Sent:** Monday, April 21, 2025 7:35:21 PM  
**To:** admin@disleyparishcouncil.org.uk <admin@disleyparishcouncil.org.uk>  
**Subject:** Radiator quotes

Hi all,

I have you 2 quotes below

The first quote is to supply and install 2 x fanned radiators

The second quote is to supply and install 3 x normal radiators

Fanned radiators

To supply and install 2 x fanned radiators in the existing positions currently.

2 x 800mm high by 900mm wide fanned convector Lst radiators £1580  
Pipe & fittings £106  
System inhibitors £32  
Electricians labour £270  
Plumbing labour 1.5 days for 2 men £600

Total £2588 plus Vat

Normal convector radiators

To supply and install 3 x normal radiators, 2 radiators on the main wall where the current fan radiator is in the corner and 1 radiator on the wooden framing where the other fanned radiator is

2 x 1400mm wide by 600 high double white radiators £366  
1 x 900mm wide by 600 high double white radiator £72  
3 x radiator valves £48  
Pipe & fittings £312  
System inhibitors £32  
2 days labour for 2 men £800

Total £1630 plus Vat

Any questions or queries please get in touch

Many thanks

Josh Wild

Supreme Heating & Plumbing Ltd

146 Chantry Rd

Disley

Stockport

Cheshire

SK12 2DN

07754854852

Vat no 450 2611 33

**From:** Danny Ashworth <danny@stockportelectrical.co.uk>  
**Sent:** 22 August 2025 13:07  
**To:** Helen Richards  
**Cc:** Matthew Leech; Operations - Stockport Electrical Services  
**Subject:** DPC04 and DPC27

Hi Helen,

We need to replace the fittings at Oakbank (DPC04) and Red Lane (DPC27), and I have got a quote for the replacements.

Together it comes out at **£703.80** for the two fittings.

Also, we need to hire a mewp to allow us to access.

Please let me know and I will order the fittings and access equipment.

Regards,

---

Danny Ashworth  
Project Manager  
07496954161  
01625 569574  
[danny@stockportelectrical.co.uk](mailto:danny@stockportelectrical.co.uk)



[stockportelectrical.co.uk](http://stockportelectrical.co.uk)



**EV Charging  
Company**

[ev-installed.co.uk](http://ev-installed.co.uk)



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PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Community Centre and environs improvements	To consider and implement improvements to the Community Centre and car park and reduce the impact of the council's activities on the environment.	Cllr. Pattison	Cllr. Windsor Cllr. Scale	<p>2/9/25- Cllr Pattison - Estimates for Community Centre repairs/replacement to be presented to council meeting on 11/9/25</p> <p>16/07/25 - Cllr Pattison - in contact with plumber to provide 3rd estimate for replacement heating.</p> <p>JP in contact with flooring supplier to arrange date to fit nonslip flooring in rear entrance hall.</p> <p>13/05/25 - Cllr Pattison - seeking 3rd quote for heater replacement in Community Hall</p> <p>14/4/25 - Cllr Pattison: Seeking quotes for replacement heaters in hall following advice from plumber. Heaters original and circa 50 years old. JP to arrange non slip floor covering in rear lobby area.</p> <p>21/02/2025 - Cllr. Sykes - EV access, parking, charges and maintainable items were discussed at last DPC meeting. We are waiting on DPC members to agree a way forward regarding use, access and misuse of said provisions.</p>
Community Transport Scheme	To monitor on-going effectiveness of the Community Transport Scheme.	Cllr. Adams	Cllr. Windsor Admin Assistant Parish Clerk	<p>29/08/25 - Cllr Adams - Group hires are currently under review.</p> <p>15/07/25 - Cllr Adams - notes from meeting 13th June included in the agenda pack</p> <p>03/06/25 - Cllr Adams - next meeting Friday 13th June</p> <p>12/05/25 - Cllr Adams - meeting to be arranged June / July</p> <p>15/04/25 - Cllr Adams -Bookings for May/June trips going very well with some new destinations. Some trips are already fully booked</p> <p>28/02/25 - Cllr Adams - Good programme of trips for March/April.</p> <p>02/08/24 - Cllr Adams - repairs completed on time and bus back in use from 01/08/24.</p> <p>Weekly shopping starts 01/08/24 and trips programme prepared for August and September. Group hires currently not available.</p> <p>01/07/24 - Cllr Adams - Bus booked in for repairs w/c 15/7/24. Two weeks allowed for bodywork repairs. We should be in a position to give a date for service to resume once repairs are complete.</p> <p>04/06/2024 - Cllr Adams - Community coffee morning on June 1st raised £470.10. See update in agenda pack.</p> <p>03/04/2024 - Cllr. Adams - Meeting arranged for 10th April to discuss recent damage</p>
Street scene and village maintenance	TBC	Cllr. Bull	Cllr. Pattison	<p>03/09/25 - Cllr Bull - no update</p> <p>15/07/25 - Cllr Bull - no update</p> <p>14/05/25 - Cllr Bull - no update</p> <p>16/04/25 - Cllr Bull - no update.</p> <p>28/02/25 - Cllr Bull - Work - footway under railway bridge - planned to start at Redhouse Lane on 3rd March. White lining at Ram crossroads anticipated in March - including areas missed during major A6 works in 24. (work at night). Cllr Adams meeting United Utilities to investigate flooding on Ridgeway. Work to update previous Street Scene schedule to be undertaken this month.</p> <p>04/06/2024 - Cllr Bull - Work started on highways improvements between Ram Green and Newtown. Work mainly consisted on resurfacing areas of badly damaged road surface and new white lines. It is hoped some selected drain cleaning and road sweeping may be undertaken. CEC have indicated work to construct a walkway under Red House Lane railway bridge is likely to be undertaken in September. This is subject to budget approval. Consultation has also been undertaken with Bentside residents to instal double yellow lines to allow earier access to bin lorries and emergency vehicles.</p>

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Leisure Facilities Improvements	To improve the facilities and environment at Arnold Rhodes, Newtown and the Station Ballpark and consider new community-led initiatives.	Cllr. Pattison	Cllr. Scale	<p>2/9/25 - Cllr Pattison - Works on wall at Newtown almost complete in preparation for fencing.</p> <p>16/07/25 - Cllr Pattison - Assessment of works required following ROSPA report being carried out. Ranger moving stones from collapsed wall at Newtown so that contractor can provide accurate estimate for wall repair work/provision of fencing.</p> <p>13/05/25 - Cllr Pattison - Arnold Rhodes Play Park - Awaiting ROSPA report.</p> <p>Newtown - seeking 3rd quote for removal of collapsed wall and replacement fencing.</p> <p>14/4/25 - Cllr Pattison: Arnold Rhodes play park - play equipment &amp; benches cleaned and DPC ranger carrying out moss removal in tennis court and edging footpaths. Price received from Northwich TC to supply &amp; install accessible roundabout. ROSPA safety report due late April.</p> <p>28/2/25 - Cllr Pattison - Project group to meet with Ranger - date tbc. MUGA - replacement floodlight has been installed. Arnold Rhodes - equipment cleaning to be booked for end March. Newtown - JP has held meeting with residents re waterlogged areas and investigative works to be carried out. JP has contacted UU re concerns that water pipe may be leaking. Leaks in changing rooms have been dealt with. Further estimates needed re reinstatement of wall. Mole "infestation" has been dealt with. Estimates being requested for upkeep of football pitch.</p>
Village Events	To develop and monitor a broad range of Community Events.	Parish Clerk	Cllr. Windsor Cllr. Scale Cllr. Pattison Admin Assistant	<p>02/09/25 - Cllr Pattison - Project group presenting estimate re Xmas event to council meeting on 11/9/25.</p> <p>Arrangements for Autumn Litter Pick on 13th September complete.</p> <p>16/07/25 - Cllr Pattison - no update - next meeting is 4th August 2025 on teams.</p> <p>13/05/25 - Cllr Pattison - no update. Next meeting is 2nd June 2025 on Teams.</p> <p>14/4/25 - Cllr Pattison: Well attended litter pick on 29th March. Report prepared for council meeting re costings for Christmas to include Extravaganza.</p> <p>27/2/25 - Admin Asst - Spring Litter Pick has been arranged for 29th March. Christmas Extravaganza - the project team will submit a report to the April council meeting covering a review of the arrangements and content of this event for councillors to agree the format for 2025.</p> <p>02/08/24 - Parish Clerk - Disley Showcase very successful event.</p> <p>01/07/2024 - Parish Clerk - Defib Training 1 session of 2 originally booked took place 20th June, with positive feedback received. Promotion for Community Showcase to</p>

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Village Health & Well-being	To improve the village Heath & Well-being through new initiatives such as social isolation reduction and to encourage community volunteering.	Cllr. Adams	Cllr. Windsor Parish Clerk <b>External members:</b> Clare Johnson - CEC Suzanne Rhodes - EOLP Emma Paddle - Middlewood Practice Lisa Joslin - East Cheshire NHS/BDP	29/08/25 - Cllr Adams - Notes from meeting on 17th July included in agenda pack. Next meeting on 9th October on Teams 15/07/25 - Cllr Adams - Next meeting Thursday 17th July on Teams. 03/06/25 - Cllr Adams - Notes from meeting 15th May included in the agenda pack. Next meeting Thursday 17th July on Teams. 12/05/25 - Cllr Adams - next meeting is 15th May 2025 on Teams 15/04/25 - Cllr Adams - Notes from meeting 20/3/25 included in agenda pack. Next meeting 15th May on Teams. 28/02/25 - Cllr Adams - Notes from meeting 23/1/25 included in agenda pack (already emailed but missed from February pack). Next meeting 20th March on Teams 02/08/24 - Cllr Adams - verbal update to be provided at council meeting 01/07/2024 - Cllr Adams - Next meeting Thursday 1st August. Good progress on several health and wellbeing initiatives. 04/06/2024 - Cllr Adams - Notes from meeting 23rd May in agenda pack. 03/04/2024 -



**From:** [REDACTED]  
**Sent:** 17 July 2025 11:00  
**To:** Helen Richards  
**Subject:** [REDACTED]

Hi Helen,

After our conversation yesterday, I asked Councillor Jackie Patterson about storing our time capsule in the Parish safe and she gave her permission ( I wonder if it will be put before the parish council?) Also she mentioned the Millennium Wood, (Cheshire East provided that). This is what I've prepared for e newsletter:-

To all who remember Millenium night and going into the Twentyfirst Century.  
Its' 25years since the year 2000 AD. and to commemorate this milestone, Disley Local History Society will be documenting how we ( as a village) celebrated.  
The DLHS. made a visual record of property and our way of life ,in actual photographs. These photos are lodged with Chester Archives.  
Can you remember what your association, club, group or yourselves did to mark this tremendous milestone in our lives and history?  
Please contact [REDACTED] if you would like to share your part in the year 2000 celebrations , deadline is September 15th.

Thankyou

Take care [REDACTED]

Sent from Samsung tablet.



**From:** [REDACTED]  
**Sent:** 05 August 2025 21:28  
**To:** Jackie Pattison  
**Cc:** [REDACTED]  
**Subject:** Re: Football season 2025/26

Evening Jackie,

The Parish's sign board is 1600x700mm. With this in mind, the intention is for the sponsorship boards to be 1400x500mm. We are currently speaking with three businesses and hope their boards will be erected acknowledging support for the Club.

You will appreciate that we pursue conversations with other parties regarding sponsorship where similar acknowledgements may be appropriate.

We look forward to the Parish Councils positive response to the request

Thank you

Regards,  
[REDACTED]

On Tue, 5 Aug 2025 at 09:12, Jackie Pattison <[jackie.pattison@disleyparishcouncil.org.uk](mailto:jackie.pattison@disleyparishcouncil.org.uk)> wrote:  
Good morning [REDACTED]

Good to hear that the team has attracted new young players.

Re the sponsorship boards - please can you provide more details ie how many and size of the boards so that I can take the request to the council meeting - ideally for the Sept meeting.

Regards,

Jackie

Sent from [Outlook for iOS](#)

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**From:** [REDACTED]  
**Sent:** Monday, August 4, 2025 9:02 pm  
**To:** Helen Richards <[admin@disleyparishcouncil.org.uk](mailto:admin@disleyparishcouncil.org.uk)>; Jackie Pattison <[jackie.pattison@disleyparishcouncil.org.uk](mailto:jackie.pattison@disleyparishcouncil.org.uk)>  
**Cc:** [REDACTED]  
**Subject:** Football season 2025/26

Jackie,

The new season is nearly upon us and we are preparing for this at pace.

This season the core of the team are new young players from the village and surrounding area.

Local businesses have noticed this and now wish to sponsor the Team. In recognition of this the Club wishes to erect sponsorship boards for each business on the Changing Room and storage container external walls in a similar format to the Parish Council sign.

I look forward to discussing this with you very soon.