## LYDIARD MILLICENT PARISH COUNCIL STANDING ORDERS



Standing Orders were adopted at the Annual Meeting of the Parish Council on

xx xxx xxxx

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 chairman 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c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 chairman of the meeting, is expressed in writing to the chairman.

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 chairman 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 chairman of the meeting.

k One or more amendments may be discussed together if the chairman 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 chairman of the meeting, a councillor may speak once in the debate on a motion except:

   i. to speak on an amendment moved by another councillor;

   ii. to move or speak on another amendment if the motion has been amended since he last spoke;

   iii. to make a point of order;

   iv. to give a personal explanation; or

   v. 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman 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 chairman 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 three minutes without the consent of the chairman 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman 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 chairman 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** ~~OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting]~~.

● ● 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 ten minutes unless directed by the chairman of the meeting.

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

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

● p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the**

**Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman 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 chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

  *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman 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 two 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 three days before the meeting that they are unable to attend;

vi. shall~~, after it has~~ appoint~~ed the~~ members of a standing committee, ~~appoint the chairman of the standing committee~~;

vii. shall permit a committee ~~other than a standing committee,~~ to appoint its own chairman 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 Chairman and Vice-Chairman (if there is one) of the Council.**

f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

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

j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman 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 Chairman 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 Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

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

## 7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two 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 chairman 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 seven 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 five 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 chairman 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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman 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 he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he 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 he has 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 the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

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

**i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

**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 five days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chairman 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 Councillors within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

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

xvii. retain custody of the seal of the Council (if 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 appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

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

**Commented [HG1]:** Rialtas does not allow quarterly reporting, only YTD aggregates.

**Commented [HG2]:** Rialtas does not allow quarterly reporting, only YTD aggregates.

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~~ 7 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 £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

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

c. 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;

**Commented [HG3]:** This change would be roughly the equivalent of 3 clear days (as for meetings summons)

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 the 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 chairman or, if he is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.

c ~~The chairman, or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Parish Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council~~. The chairman of the Personnel Committee shall conduct an annual appraisal of the work of the Parish Clerk, in line with Personnel Committee ToRs. The result of the appraisal shall be approved by the Personnel Committee and reported in writing to the Council.

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 chairman or in their absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter relates to the chairman or vice-chairman, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.

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. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

## 21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

*See also standing order 11.*

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

## 22. RELATIONS WITH THE PRESS/MEDIA

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

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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.**

## 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 two 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 chairman of a meeting as to the application of standing orders at the meeting shall be final.

**LYDIARD MILLICENT PARISH COUNCIL**

**FINANCIAL REGULATIONS**

**Contents**



These Financial Regulations were adopted by the Council at its meeting held on

xx xxx xxxx

## 1. General

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

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

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

1.4. In these Financial Regulations:

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

1.5. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

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

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

- **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £100;

**2. Risk management and internal control**

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

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

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

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

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

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

2.6. At least once in each quarter, and at each financial year end, two members other than cheque signatories shall be appointed to jointly and severally 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 reasonable accuracy at any time. In particular, they must contain:**

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

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

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

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

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

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

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

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

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

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

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

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

## 4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in ~~October~~ no later than December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

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

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

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

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

**Commented [HG1]:** Propose to amend this to no later than December as forms part of the usual budget setting process.

**Commented [HG2]:** Propose to change to December, first draft of budget goes to Council in December after fees setting in Nov.

4.7. Having considered the proposed budget and ~~one year forecast~~ other known requirements, 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 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.

## 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 the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

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

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

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

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

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

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

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

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

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

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

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

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. 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, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chairman of the Council for any items below £1,000 excluding VAT.
- the council for all items over £1,000 excluding VAT;

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 except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chairman 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 council has resolved to bank with Unity Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

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

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

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

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

6.7. ~~A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.~~ As part of monthly account reconciliations, it shall be verified that each monthly payment has only been made once, with an explanation if two payments have been made.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

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

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

ii. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.

iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.

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

**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 three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

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

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

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

7.7. Evidence shall be retained showing which members approved the payment online. ~~and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.~~

7.8. A full list of all payments made in a month shall be provided to the next council meeting ~~and appended to the minutes~~.

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

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

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

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

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

**Commented [HG3]:** Have emailed re this separately.

7.14. 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.

**Commented [HG4]:** Don't do – will start doing for the few cheques we write.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council 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 and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

**10. Petty Cash**

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

**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.

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 ~~by [the finance committee]~~ baning signatories 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 be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

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

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

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

**13. Income**

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

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk 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 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 £5,000 and at least annually at the end of the financial year.

**14. Payments under contracts for building or other construction works**

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

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

**15. Stores and equipment**

15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

**16. Assets, properties and estates**

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

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

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

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

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

**17. Insurance**

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

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

17.3. 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.

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

**18. Suspension and revision of Financial Regulations**

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

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

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

**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 17 and shall refer to the terms of the Bribery Act 2010.
6) Where the council 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.

**LYDIARD MILLICENT PARISH COUNCIL MEETING**
**2 April 2026**
**held at the Jubilee Club House, Lydiard Millicent**
**at 19:00 hrs**

**Councillors Present:**

| | | | |
|---|---|---|---|
| S Westwood, Chairman | L Bamsey | D Coffey | G Griffiths |
| M Allsop, Vice Chairman | S Hill-Wheeler | L Roberts | J Sprules |

**Others in Attendance**: 5 members of the public and Wiltshire Councillor Andrew Matthews

**Meeting Clerk:** Hayley Graham

**Public / Councillor Question Time**
There were no public or Councillor questions.

# MINUTES

25.208 **Apologies for Absence**
Apologies were RECEIVED from Councillors Neighbour and Selwood.

25.209 **Declarations of Interest and Dispensation Requests**
The following declarations of interest were made:

| Name | Min Ref | Type | Nature of Interest | Action |
|---|---|---|---|---|
| Cllr Allsop | 25.215j | Non-Pecuniary | PL/2025/09044 – application for a neighbouring property | Did not take part in discussions and did not vote |
| Cllr Coffey | 25.215j | Non-Pecuniary | PL/2025/09044 – application for a neighbouring property | Did not take part in discussions and did not vote |
| Cllr Griffiths | 25.215f | Non-Pecuniary | PL/2026/01525 – application for a neighbouring property | Took part in discussions, did not vote |

25.210 **Chairman's Announcements**
The Chairman wished all a very happy Easter.

25.211 **Minutes**
Members CONSIDERED the minutes of the Parish Meeting held on 5 March 2026. The minutes of the meeting were ADOPTED as a true record and signed by the Chairman.

25.212 **Co-Option of New Councillor**
Members CONSIDERED applications from two candidates. Both candidates were proposed and seconded before the matter was put to the vote. By majority, Members RESOLVED that Stephen Trowbridge be co-opted onto the Parish Council with immediate effect. The Declaration of Acceptance of Office was signed by the newly elected Councillor and witnessed by the Clerk, and the Chairman invited Councillor Trowbridge to join the meeting.

25.213 **Wiltshire Councillor Update**
Wiltshire Councillor Matthews agreed that there is some confusion relating to the outcome of the Electoral Review Committee on 26 March and the potential impacts on the parish of Lydiard Millicent. Wiltshire Councillor Matthews agreed to seek clarification directly from the committee and advise the Clerk.

A consultation in now open in relation to a location for a new Household Recycling Centre (HRC). There has been much conversation online about the inclusion of the Marlborough Road depot In Royal Wootton Bassett but Wiltshire Councillor Matthews clarified that as it is a Wiltshire Council owned site, it would be remiss for it to be omitted.


Chairman…………………. Dated……………

A further consultation is open relating to charges imposed in Wiltshire Council owned car parks.

Many potholes around the county have recently been repaired and this work will continue.

Finally, Wiltshire Councillor Matthews wished all a happy Easter.

25.214 **Financial Accounts**

a. Members NOTED the Payments List reference "Finance Report 2 April 2026 – Expenditure" attached as Appendix 7a in the amount of £10,424.17 (ex. VAT).
b. Members APPROVED payments reference "Finance Report 2 April 2026 – Payments for Approval" attached as Appendix 7a in the amount of £220.83 (ex. VAT).
c. Members NOTED the Income Report to 28 February 2026 reference "Finance Report 2 April 2026 – Income Summary" attached as Appendix 7a in the amount of £98,667.94.
d. Members APPROVED the Cash and Investment Reconciliation statement for the Unity Trust Bank as at 28 February 2026 with a closing balance of £12,805.48.
e. Members APPROVED the Bank Statement for the Unity Trust Bank as at 28 February 2026 with a closing balance of £12,805.48.
f. Members APPROVED the Cash and Investment Reconciliation statement for the Public Sector Deposit Fund as at 28 February 2026 with a closing balance of £72,472.91.
g. Members APPROVED the Statement of Account for the Public Sector Deposit fund as at 28 February 2026 with a closing balance of £72,472.91.
h. Members APPROVED the Cash and Investment Reconciliation statement for the Lloyds Charge Card as at 28 February 2026 with a closing balance of £0.00.
i. Members APPROVED the Charge Card statement for the Lloyds Charge Card as at 26 January 2026 with a closing balance of £3.00.
j. Members APPROVED a maximum expenditure of £72.00 (seventy-two pounds) (ex. VAT) to purchase wood stain to treat the cemetery and play area fencing. Costs to be met from: £54.00 – cemetery parish maintenance budget line and £18.00 – play area maintenance budget line.
k. Members APPROVED a maximum expenditure of £68.95 (sixty-eight pounds 95p) (ex. VAT) to purchase a pair of defibrillator pads for the Jubilee Club House defibrillator. Costs to be met from JCH building maintenance budget line.
l. Members RESOLVED to defer a decision on purchasing an extended warranty for 2026-27 for the 2 speed indicator devices (SIDs) pending investigation into potential data capture issues with the SIDs. Councillors Allsop, Griffiths and Trowbridge will investigate and report back to Council in May.
m. Members NOTED the journal movements detailed in the "Year End Accounts Report" attached as Appendix 7d.
n. Members APPROVED the virement detailed in the "Year End Accounts Report" attached as Appendix 7d.
o. Members APPROVED the EMR movements detailed in the "Year End Accounts Report" attached as Appendix 7d.
p. Members APPROVED the set-up of a new cost centre, movement of existing nominal code and set up of a new nominal code in relation to the Community Field as detailed in the "Year End Accounts Report" attached as Appendix 7d.
q. Members APPROVED the asset register as at 27 March 2026.
r. Members NOTED the Ear Marked Reserves balances as at 28 February 2026.

1 member of the public left the meeting.

**Planning Applications**

In accordance with Standing Order 1a, the Chairman changed the order in which planning applications were to be discussed from that detailed on the agenda.

Members RECEIVED a report from Planning Group A.

| | |
|---|---|
| Application: PL/2026/00773 – Householder Planning Permission | Applicant: Mr Shafie |



Chairman…………………. Dated……………

| |
|---|
| Address: 3 Church Place, Lydiard Millicent, SN5 3NE<br>Proposal: 1st floor rear extension |

25.215a Standing Orders were SUSPENDED for public comment on the application. Wiltshire Councillor Matthews agreed to contact Wiltshire Council's Enforcement department clarify the situation on the issues raised.

25.215b

| |
|---|
| Members RESOLVED to OBJECT to the application on the grounds of loss of amenity for neighbouring properties and the overdevelopment of the plot. |

25.215c Standing Orders were REINSTATED before Members discussed further. 3 members of the public left the meeting.

25.215d Councillor Trowbridge declared an interest in the following application:

| Name | Min Ref | Type | Nature of Interest | Action |
|---|---|---|---|---|
| Cllr Trowbridge | 25.215e | Pecuniary | PL/2026/01298 – application for own property | Left the room |

| | |
|---|---|
| | Application: PL/2026/01298 – Householder Planning Permission Applicant: Mr Trowbridge<br>Address: Manor House, Church Place, Lydiard Millicent, SN5 3LS<br>Proposal: Proposed swimming pool, pool house and external works |
| 25.215e | Members RESOLVED to COMMENT on the application confirming no objection to the application but query the absence of a Heritage Impact Assessment given the location of the development. |

| | |
|---|---|
| | Application: PL/2026/01525 – Permission in Principle Applicant: Messrs H & P Birch<br>Address: Petroil Ltd, The Coach House, Common Platt, SN5 5JZ<br>Proposal: Permission in principle for residential development of a minimum of 3 and maximum of 4 dwellings (Use class C3) |
| 25.215f | Members RESOLVED to OBJECT to the application on the grounds that agricultural land will require change of use to accommodate this development |

Members NOTED the following Wiltshire Council decisions:

| | |
|---|---|
| 25.215g | Application: PL/2025/00588 – Notification of Proposed Works to Trees in a Conservation Area Applicant: Mr Trowbridge<br>Address: Manor House, Church Place, Lydiard Millicent, SN5 3LS<br>Proposal: T5 Goat Willow - Fell to ground level with stump treatment to prevent regrowth. T6 Liquid Amber - Carefully lift and relocate the tree within the garden using appropriate machinery, with immediate replanting in a suitable new position. T7 Yew - Fell to ground level. T8 Yew - Crown reduction of up to 40%.<br>No Objection |
| 25.215h | Application: PL/2025/00542 – Consent under TPOs Applicant: Mr Trowbridge<br>Address: Manor House, Church Place, Lydiard Millicent, SN5 3LS<br>Proposal: T1 White May - Fell to ground level. T2 Acer - Crown reduction of up to 30–35%, biased towards the side placing tension on the existing cable bracing system. T3 Lime - Crown reduction of up to 40 % to rebalance the canopy. T4 Horse Chestnut - Re pollarding in line with previous management.<br>WC Approved with Conditions |
| 25.215i | Application: PL/2026/00632 – Householder planning permission Applicant: Mr & Mrs Haywood<br>Address: 4 Cherry Brier Close, Lydiard Millicent, SN5 3NT<br>Proposal: Single-storey rear extension<br>WC Approved with Conditions |

25.215j Members NOTED the planning appeal for PL/2025/09044 – Woodside End Stables and RESOLVED to submit the representation presented.

25.216 **Clerk's Report**
Members NOTED the report and RESOLVED to close the following items:
23.204 – Footpath Working Group



Chairman…………………. Dated……………

25.160 – Lydiard Plain Tenancy

25.217 **Communications**
Members NOTED the following communications:

a. Betterclean – Pricing Update
b. Wiltshire Council Briefing Note – Revamp Your Tank
c. X-Net – Pricing Update
d. Corona Energy – Pricing Update
e. Inception – Pricing Adjustment

In relation to the Betterclean update, Members commented unfavourably at the price increase from 1 April, noting that costs have increased almost 25% since the commencement of the contract. The Clerk will email Betterclean to establish if there is any room for negotiation.

25.218 **Draft Modified Purton Parish Neighbourhood Plan Decision Statement**
Members NOTED the Wiltshire Council decision statement and referendum date.

25.219 **Asset Register – Asset Disposal**
Members NOTED the report and after discussions, RESOLVED to set a price of £1,500 (one thousand, five hundred pounds) for the sale of both speed indicator devices (SIDs), or £750 for one SID, and a minimum of £1,000 (one thousand pounds) for both SIDs or £500 (five hundred pounds) for one SID. These figures are to include the batteries, chargers and fixing brackets if required. The purchaser is to arrange and cover the cost of shipping.

25.220 **Community Governance Review Update**
Members NOTED the report. As minuted in the Wiltshire Councillor update, further clarification on the proposal and its impact on the parish is being sought.

25.221 **Common Platt Defibrillator**
Members NOTED the report.

25.222 **Annual Parish Meeting**
Members NOTED the report and AGREED the following:

- Refreshments to be purchased by Councillor Coffey
- Display boards and content to be focused on the Neighbourhood Plan and prepared By Councillor Allsop
- Verbal report from Councillor Westwood reviewing the last 12 months
- Verbal report from Councillor Allsop looking ahead to the next 12 months
- A written / verbal report from Wiltshire Councillor Andrew Matthews
- Local Neighbourhood Policing Team to be invited
- Reports to be requested from the Parish Hall, All Saints Bell Ringers, Scouts, All Saints Church and Lydiard Millicent Juniors Football Club.

It was further suggested that at a future meeting, volunteers could be sought to form an Annual Parish Meeting Working Party to increase attendance at the 2027 Annual Parish Meeting.

25.223 **Annual Play Area Inspection Report**
Members NOTED the report.

**Local Highways and Footway Improvement Group (LHFIG) Meeting Dates and 2026/2027 Priorities**

25.224a Members NOTED the meeting dates for 2026/27 as:

- 13 May 2026
- 7 October 2026
- 10 February 2027

25.224b After discussions, Members RESOLVED not to consider priorities for the forthcoming year at this meeting and instead hold an extraordinary meeting prior to 29 April, with a report for the meeting delegated to Councillor Griffiths.



Chairman…………………. Dated……………

It was raised that the single and double yellow lines along Lydiard Green are faded, the Clerk will raise this on MyWilts.

25.224c Members AGREED that the replacement village gates at Greenhill should be the same size as those there currently and in white.

25.225 **Spring Newsletter**
Members RECEIVED an update from Councillor Westwood and were asked to review the draft newsletter circulated via email and provide any feedback by 6 April.

25.226 **SSEN Communities Fund**
Members NOTED the correspondence and AGREED that Councillor Trowbridge would explore the opportunity to make an application and report back to Council.

25.227 **Webbpaton Terms of Engagement**
Members NOTED the report and after discussions, RESOLVED not to engage the services of Webbpaton in relation to Lydiard Plain at this time.

25.228 **Wiltshire Council Service Devolution and Asset Transfer Policy**
Members NOTED the briefing note and draft policy and RESOLVED not to submit a survey response.

25.229 In accordance with Standing Order 10a(xv), Standing Order 3x was SUSPENDED to allow the meeting to exceed a period of 2 hours.

25.230 **Council and Community Representatives**
Members RECEIVED the following updates:

Community Carers Group – Councillor Hill-Wheeler

The Community Care directory has been recently updated and the community fridge in Purton has been reopened. Next meeting on 20 May.

Speed Indication Devices (SID) – Councillors Coffey and Neighbour

Suspected issue with data being captured from the SIDs at Common Platt and positions of 2 SIDs has been swapped to establish if the issue remains. Councillors Allsop and Griffiths to investigate.

Neighbourhood Plan – Councillor Allsop

Site allocations are currently being investigated and it is expected that a draft Neighbourhood Plan will be sent to Wiltshire Council for comment towards the end of April.

25.231 **Exclusion of the Public and Press**
Members RESOLVED that the Press and Public be excluded from the meeting during the consideration of the items in Part 2 of the Agenda. This is due to the confidential nature of the items being considered, under the Public Bodies (Admission to Meetings) Act 1960.

Wiltshire Councillor Andrew Matthews left the meeting.

25.232 **Land Matters**
Members NOTED the signed licence.

Meeting Closed at 21.17hrs



Chairman…………………. Dated……………

## Payments for Approval - 7 May 2026

**Item 22a**

| Supplier | Invoice Number | Date | Description | Net | VAT | Total |
|---|---|---|---|---|---|---|
| Hayley Graham | n/a | 20 Mar 26 | Mileage for SLCC Event - Amesbury | 31.50 | 0.00 | 31.50 |
| John O'Connor | 129275 | 15 Apr 26 | Community Field Grounds Maint. | 70.83 | 14.17 | 85.00 |
| | | | | **102.33** | **14.17** | **116.50** |

## Lydiard Millicent Parish Council

### Bank - Cash and Investment Reconciliation as at 31 March 2026

**Confirmed Bank & Investment Balances**

Bank Statement Balances

| | | | |
|---|---|---|---|
| 31/03/2026 | The Public Sector Deposit Fund | 67,682.11 | |
| 31/03/2026 | Unity Bank **873 | 8,618.98 | |
| 31/03/2026 | Lloyds Charge Card | 0.00 | |
| | | | **76,301.09** |

Receipts not on Bank Statement

| | |
|---|---|
| | **0.00** |
| **Closing Balance** | **76,301.09** |

All Cash & Bank Accounts

| | | |
|---|---|---|
| 2 | The Public Sector Deposit Fund | 67,682.11 |
| 3 | Unity Bank | 8,618.98 |
| 5 | Lloyds Charge Card | 0.00 |
| | Other Cash & Bank Balances | 0.00 |
| | **Total Cash & Bank Balances** | **76,301.09** |

Members are requested to NOTE the report and CONSIDER the recommendation.

**Councillor Name Badges**
Five councillors are in need of name badges. The cost for the graphic set up to print the badges with the Council's updated logo, five badges and postage and packaging is £86.55 (ex. VAT).

Recommendation
Members to APPROVE an expenditure of £86.55 (ex. VAT) to purchase 5 x name badges, including print set up and postage and packaging. Cost to be met from stationary and sundries budget line.

**Betterclean Pricing Update**
At the Parish Meeting held on 2 April, it was agreed that the Clerk would contact Betterclean to establish if there is any room for negotiation on their proposed price increases.

Having highlighted an almost 25% increase in prices since the contract was agreed 3 years ago and that 6 JCH cleans fall on Bank Holiday Mondays which result in no clean being carried out, Betterclean have agreed to freeze prices for this year and to take a full view of costs again in March 2027.

Hayley Graham
April 2026

Members are requested to NOTE this report and consider the recommendation..

Background

Financial Regulations 6.6 and 6.8 state:

> 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
>
> 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

A list of regular payments made by the Council was presented and approved in the parish meeting held on 5 February 2026 (min. ref. 25.171j). Since this time:

- John O'Connor has commenced maintenance of the Community Field and are invoicing the Council on a monthly basis
- The services of Peninsula are no longer being used
- It has been noted that the direct debit to Unity Trust Bank for bank service and transaction charges does not appear on this list.

The regular payments list approved by the Council in February 2026 is as below:

| **Company** | **£ (inc VAT)** | **Method** | **Frequency** | **Service** |
|---|---|---|---|---|
| Betterclean Services | Variable | Bank Payment | Monthly | Cleaning |
| B.Online | 41.33 | Direct Debit | Monthly | Broadband |
| British Gas | Variable | Direct Debit | Monthly | Electricity |
| Business Waste – JCH | Variable | Direct Debit | Monthly | Waste Collection |
| Business Waste - Cemetery | Variable | Direct Debit | Monthly | Waste Collection |
| Castle Water - Cemetery | Variable | Direct Debit | Monthly | Water Rates |
| Corona Energy | Variable | Direct Debit | Monthly | Gas |
| DM Payroll | 78.00 | Bank Payment | Bi-Annual | Payroll |
| DM Payroll | 36.00 | Bank Payment | Bi-Annual | Pension Administration |
| EE Mobile | Variable | Direct Debit | Monthly | Clerk Mobile |
| Everflow - JCH | Variable | Direct Debit | Monthly | Water Rates |
| HMRC – NI & PAYE | Variable | Bank Payment | Monthly | Staff NI & PAYE |
| ICO Renewals | 47.00 | Direct Debit | Annual | Data Protection |
| Inception | Variable | Direct Debit | Monthly | Photocopier/Printer |
| Initial | Variable | Bank Payment | As Required | JCH Janitorial |
| John O'Conner | 1146.87 | Bank Payment | Monthly | Grounds Maint. |
| Lloyds Charge Card | Variable | Direct Debit | Monthly | Charge Card Fee and Spend |
| Microshade | 219.38 | Direct Debit | Monthly | Hosting fees |
| Nest | Variable | Direct Debit | Monthly | Clerk Pension |
| Peninsula | 126.78 | Direct Debit | Monthly | HR Services |
| Rialtas | Variable | Bank Payment | Annual | Cemetery & Alpha License & Support |
| Salaries | Variable | Bank Payment | Monthly | Staff |
| Three Business Services | 10.45 | Direct Debit | Monthly | Staff Mobiles |
| Wiltshire Council | 99.00 | Direct Debit | Monthly | Business Rates |
| X-Net | Variable | Bank Payment | Annual | Website/Emails |

Recommendation

Members are requested to APPROVE the following changes:

- Include an additional monthly bank payment of £85.00 to John O'Connor for Community Field Grounds Maintenance
- Include a monthly variable direct debit to Unity Trust Bank for bank service / transaction fees
- Remove the monthly direct debit to Peninsula for HR services.

**Lydiard Millicent Parish Council**

**Cashbook 3**

**Unity Bank**

**Payments made between 26/03/2026 and 31/03/2026**

| | | | | | | Nominal Ledger Analysis | | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 26/03/2026 | Nest Pensions | N/A | 63.05 | | | 4014 | 101 | 63.05 | Clerk Pension |
| 30/03/2026 | Wilts. Ass. of Local Councils | 1200 | 168.00 | | 28.00 | 4010 | 101 | 140.00 | Councillor Planning Training |
| 30/03/2026 | British Gas | 14232736 | 57.10 | | 2.72 | 4004 | 301 | 54.38 | JCH Electricity |
| 30/03/2026 | Master Land & Planning | 25002/2 | 2,774.40 | | 462.40 | 4055 | 702 | 2,312.00 | NP Consultancy - Stage 2 |
| | | | | | | 325 | | -2,312.00 | NP Consultancy - Stage 2 |
| | | | | | | 6000 | 702 | 2,312.00 | NP Consultancy - Stage 2 |
| 30/03/2026 | Fielder & Jones | 26/058 | 240.00 | | 40.00 | 4105 | 501 | 200.00 | L. Plain Grazing Licence |
| 30/03/2026 | Staff Salaries | N/A | 2,010.45 | | | 4008 | 101 | 18.00 | Salaries - March |
| | | | | | | 4000 | 101 | 1,992.45 | Salaries - March |
| 31/03/2026 | Unity Trust Bank | 106-1 | 10.75 | | | 4057 | 101 | 10.75 | Service Charges |
| 31/03/2026 | HM Land Registry | LC/6233/26 | 5.00 | | | 4055 | 101 | 5.00 | JCH Access Land Chg App. |
| | **Total Payments:** | | 5,328.75 | 0.00 | 533.12 | | | 4,795.63 | |

## Unity Bank

**Payments made between 01/04/2026 and 28/04/2026**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | **Nominal Ledger Analysis** | | | |
| 01/04/2026 | Wiltshire Council | N/A | 107.80 | | | 4002 | 301 | 107.80 | Business Rates |
| 09/04/2026 | British Gas | 14522156 | 58.02 | | 2.76 | 4004 | 301 | 55.26 | JCH Electricity |
| 13/04/2026 | 3 Business Services | 2744061 | 10.92 | | 1.82 | 4006 | 101 | 9.10 | Staff SIM Contracts |
| 14/04/2026 | John O'Conner | 128791 | 85.00 | | 14.17 | 4129 | 402 | 70.83 | CF Grounds Maintenance |
| 14/04/2026 | John O'Conner | 128809 | 1,146.87 | | 191.14 | 4101 | 201 | 50.88 | Grounds Maintenance |
| | | | | | | 4101 | 301 | 788.27 | Grounds Maintenance |
| | | | | | | 4101 | 401 | 116.58 | Grounds Maintenance |
| 14/04/2026 | Business Waste Limited | 1982439 | 112.79 | | 18.79 | 4105 | 301 | 45.44 | Waste Removal |
| | | | | | | 4105 | 201 | 46.95 | Waste Removal |
| | | | | | | 4105 | 201 | 1.61 | Waste Removal |
| 14/04/2026 | Fox Miah Ltd - Betterclean | 3330 | 544.30 | | 90.72 | 4120 | 301 | 453.58 | JCH Cleaning |
| 14/04/2026 | Inception Business Technology | 4005560 | 65.79 | | 10.96 | 4032 | 101 | 54.83 | Printing |
| 14/04/2026 | Everflow | 5369219 | 152.34 | | | 4003 | 301 | 152.34 | JCH Water |
| 14/04/2026 | Wicksteed Leisure Ltd | 830953 | 180.00 | | 30.00 | 4070 | 303 | 150.00 | Annual Play Area Inspection |
| 15/04/2026 | HMRC Income Tax | N/A | 430.83 | | | 4007 | 101 | 430.83 | March Tax / NI |
| 16/04/2026 | B. Online Ltd | 2160896 | 38.34 | | 6.39 | 4006 | 101 | 31.95 | Broadband |
| 21/04/2026 | EE&TMobile | 3117173 | 26.59 | | 4.43 | 4006 | 101 | 22.16 | Clerk Mobile |
| 23/04/2026 | Castle Water | 9667320 | 5.73 | | | 4003 | 201 | 5.73 | Cemetery Water |
| 27/04/2026 | Microshade VSM | 454568 | 150.21 | | 25.03 | 4053 | 101 | 125.18 | Hosting Fees |
| | **Total Payments:** | | 3,115.53 | 0.00 | 396.21 | | | 2,719.32 | |

**Lydiard Millicent Parish Council**

**Cashbook 5**

**Lloyds Charge Card**

**Payments made between 12/03/2026 and 31/03/2026**

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|---|---|---|---|---|---|---|---|---|---|
| 26/03/2026 | Lloyds Bank PLC | N/A | 3.00 | | | 4057 | 101 | 3.00 | Charge Card Fee |
| | **Total Payments:** | | 3.00 | 0.00 | 0.00 | | | 3.00 | |

**Lydiard Millicent Parish Council**



**Cashbook 5**

**Lloyds Charge Card**

**Payments made between 01/04/2026 and 27/04/2026**

| | | | | | | Nominal Ledger Analysis | | | |
|---|---|---|---|---|---|---|---|---|---|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 14/04/2026 | Repark Ltd | 8DIVTI | 6.99 | | 1.17 | 4035 | 101 | 5.82 | Plastic Filing Wallets |
| 14/04/2026 | Morgan's Direct Limited | 99KNXI | 4.94 | | 0.82 | 4035 | 101 | 4.12 | 2 x 12 Tab File Dividers |
| 14/04/2026 | Plastoreg Eastlight Limited | H24CJI | 41.97 | | 6.99 | 4035 | 101 | 34.98 | 9 Box Files for Fire Safe |
| 14/04/2026 | Stop Shop Worldwide Ltd | QH86LI | 7.99 | | 1.33 | 4035 | 101 | 6.66 | Envelopes |
| 18/04/2026 | Home Bargains (TJ Morris) | N/A | 43.53 | | 7.26 | 4105 | 201 | 24.98 | Cemetery Fence Stain |
| | | | | | | 4105 | 303 | 8.33 | Play Area Fence Stain |
| | | | | | | 4035 | 101 | 2.96 | Stationary |
| 27/04/2026 | Lloyds Bank PLC | N/A | 3.00 | | | 4057 | 101 | 3.00 | Charge Card Fees |
| | **Total Payments:** | | 108.42 | 0.00 | 17.57 | | | 90.85 | |

| LMPC Income Summary | 2025-2026 |
|---|---|
| **Income received as at** | 31/03/2026 |
| **Category** | **Amount** |
| Cemetery Burials | £1,668.00 |
| Exclusive Rights | £1,706.50 |
| Cemetery Memorials | £584.00 |
| Community Field | £1,031.04 |
| Cricket | £3,652.50 |
| Defra | £784.92 |
| Field and Hall Hire | £491.50 |
| Football | £7,874.50 |
| Lydiard Plain Rental | £2,700.00 |
| Grants | |
| PSDF Income | £2,945.11 |
| Wayleave | £12.00 |
| | |
| **Total** | **£23,450.07** |
| Precept | £67,055.00 |
| Vat Refund 24/25 | £10,612.39 |
| **Total** | **£101,117.46** |

**Summary Income & Expenditure by Budget Heading 31/03/2026**

**Cost Centre Report**

| | | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|---|
| 101 | General Administration | Income | 70,012 | 70,317 | 305 | | | 99.6% |
| | | Expenditure | 47,258 | 44,750 | (2,508) | | (2,508) | 105.6% |
| | | Net Income over Expenditure | 22,754 | 25,567 | 2,813 | | | |
| | | plus Transfer from EMR | -1,115 | 0 | 1,115 | | | |
| | | less Transfer to EMR | 0 | 0 | 0 | | | |
| | | Movement to/(from) Gen Reserve | 21,639 | 25,567 | 3,928 | | | |
| 102 | Grants | Expenditure | 700 | 750 | 50 | | 50 | 93.3% |
| 104 | Democratic Activites | Expenditure | 530 | 0 | (530) | | (530) | 0.0% |
| | | plus Transfer from EMR | 530 | 0 | (530) | | | |
| | | Movement to/(from) Gen Reserve | 0 | 0 | 0 | | | |
| 201 | Cemetery | Income | 3,959 | 3,500 | (459) | | | 113.1% |
| | | Expenditure | 1,208 | 1,278 | 70 | | 70 | 94.5% |
| | | Movement to/(from) Gen Reserve | 2,751 | | | | | |
| 301 | Recreation Field & JCH | Income | 492 | 500 | 9 | | | 98.3% |
| | | Expenditure | 18,811 | 19,910 | 1,099 | | 1,099 | 94.5% |
| | | Net Income over Expenditure | (18,320) | (19,410) | (1,090) | | | |
| | | plus Transfer from EMR | 1,110 | 0 | (1,110) | | | |
| | | Movement to/(from) Gen Reserve | (17,210) | (19,410) | (2,200) | | | |
| 303 | Play Area | Expenditure | 2,246 | 1,964 | (282) | | (282) | 114.4% |
| | | plus Transfer from EMR | 650 | 0 | (650) | | | |
| | | Movement to/(from) Gen Reserve | (1,596) | (1,964) | (368) | | | |
| 304 | Cricket | Income | 3,653 | 3,150 | (503) | | | 116.0% |
| | | Expenditure | 4,332 | 2,451 | (1,881) | | (1,881) | 176.7% |
| | | Movement to/(from) Gen Reserve | (679) | | | | | |
| 305 | Football | Income | 7,875 | 8,250 | 376 | | | 95.4% |
| | | Expenditure | 5,366 | 2,428 | (2,938) | | (2,938) | 221.0% |
| | | Movement to/(from) Gen Reserve | 2,509 | | | | | |
| 401 | Highways & Open Spaces | Expenditure | 4,413 | 4,835 | 422 | | 422 | 91.3% |
| | | plus Transfer from EMR | 436 | 0 | (436) | | | |
| | | Movement to/(from) Gen Reserve | (3,978) | (4,835) | (857) | | | |
| 402 | Community Field | Income | 1,031 | 1,540 | 509 | | | 67.0% |
| | | Expenditure | 704 | 1,000 | 296 | | 296 | 70.4% |
| | | Movement to/(from) Gen Reserve | 327 | | | | | |
| 501 | Lydiard Plain | Income | 3,485 | 1,784 | (1,701) | | | 195.3% |
| | | Expenditure | 608 | 350 | (258) | | (258) | 173.8% |
| | | Net Income over Expenditure | 2,877 | 1,434 | (1,443) | | | |
| | | plus Transfer from EMR | 0 | 0 | 0 | | | |
| | | Movement to/(from) Gen Reserve | 2,877 | 1,434 | (1,443) | | | |

Continued over page

**Summary Income & Expenditure by Budget Heading 31/03/2026**

**Cost Centre Report**

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|
| 702 Neighbourhood Plan | Income | 0 | 7,110 | 7,110 | | | 0.0% |
| | Expenditure | 9,855 | 7,435 | (2,420) | | (2,420) | 132.5% |
| | Net Income over Expenditure | (9,855) | (325) | 9,530 | | | |
| | plus Transfer from EMR | 4,130 | 0 | (4,130) | | | |
| | Movement to/(from) Gen Reserve | (5,725) | (325) | 5,400 | | | |
| | **Grand Totals:- Income** | **90,505** | **96,151** | **5,646** | | | **94.1%** |
| | **Expenditure** | **96,031** | **87,151** | **(8,880)** | **0** | **(8,880)** | **110.2%** |
| | **Net Income over Expenditure** | **(5,526)** | **9,000** | **14,526** | | | |
| | plus Transfer from EMR | **5,740** | 0 | (5,740) | | | |
| | less Transfer to EMR | **0** | 0 | 0 | | | |
| | **Movement to/(from) Gen Reserve** | **214** | **9,000** | **8,786** | | | |

**Detailed Income & Expenditure by Budget Heading 31/03/2026**

**Cost Centre Report**

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 101 | General Administration | | | | | | | |
| 1000 | Precept | 67,055 | 67,055 | 0 | | | 100.0% | |
| 1015 | Interest | 2,945 | 3,250 | 305 | | | 90.6% | |
| 1020 | Other | 12 | 12 | 0 | | | 100.0% | |
| | General Administration :- Income | **70,012** | **70,317** | **305** | | | **99.6%** | **0** |
| 4000 | Staff Salary | 23,921 | 27,160 | 3,239 | | 3,239 | 88.1% | |
| 4001 | Mileage | 69 | 70 | 1 | | 1 | 99.0% | |
| 4006 | Telephones / Broadband | 754 | 790 | 36 | | 36 | 95.4% | |
| 4007 | Tax & NI | 4,972 | 2,854 | (2,118) | | (2,118) | 174.2% | |
| 4008 | Home Working Allowance | 216 | 216 | 0 | | 0 | 100.0% | |
| 4010 | Training / Conferences | 1,466 | 1,500 | 35 | | 35 | 97.7% | |
| 4011 | Subscriptions | 982 | 870 | (112) | | (112) | 112.8% | |
| 4012 | Books & Journals | 15 | 50 | 35 | | 35 | 30.5% | |
| 4014 | Pension | 586 | 0 | (586) | | (586) | 0.0% | |
| 4020 | Chairman - Expenses | 45 | 100 | 55 | | 55 | 45.4% | |
| 4021 | Refreshments | 22 | 25 | 3 | | 3 | 86.4% | |
| 4022 | Office Equipment | 0 | 500 | 500 | | 500 | 0.0% | (500) |
| 4032 | Printing and Lease | 527 | 500 | (27) | | (27) | 105.3% | |
| 4034 | Postage | 21 | 30 | 9 | | 9 | 70.4% | |
| 4035 | Stationery Sundries | 63 | 200 | 137 | | 137 | 31.7% | |
| 4036 | Advertising & Parish Magazine | 0 | 375 | 375 | | 375 | 0.0% | (375) |
| 4051 | Audit Fees | 930 | 930 | 0 | | 0 | 100.0% | |
| 4052 | Insurance | 1,778 | 1,620 | (158) | | (158) | 109.7% | |
| 4053 | Web Hosting & Domain Name | 2,482 | 1,830 | (652) | | (652) | 135.6% | |
| 4054 | Legal Fees | 5,038 | 1,750 | (3,288) | | (3,288) | 287.9% | |
| 4055 | Professional Fees | 2,053 | 1,725 | (328) | | (328) | 119.0% | |
| 4057 | Bank Service Charges | 167 | 200 | 33 | | 33 | 83.5% | |
| 4064 | Software Packages | 493 | 555 | 62 | | 62 | 88.8% | |
| 4065 | Events | 610 | 850 | 240 | | 240 | 71.8% | (240) |
| 4071 | Registrations / Licences | 47 | 50 | 3 | | 3 | 94.0% | |
| | General Administration :- Indirect Expenditure | **47,258** | **44,750** | **(2,508)** | **0** | **(2,508)** | **105.6%** | **(1,115)** |
| | **Net Income over Expenditure** | **22,754** | **25,567** | **2,813** | | | | |
| 6000 | plus Transfer from EMR | (1,115) | 0 | 1,115 | | | | |
| | **Movement to/(from) Gen Reserve** | **21,639** | **25,567** | **3,928** | | | | |
| 102 | Grants | | | | | | | |
| 4136 | Grants & Donations | 700 | 750 | 50 | | 50 | 93.3% | |
| | Grants :- Indirect Expenditure | **700** | **750** | **50** | **0** | **50** | **93.3%** | **0** |
| | **Net Expenditure** | **(700)** | **(750)** | **(50)** | | | | |

Continued over page

**Detailed Income & Expenditure by Budget Heading 31/03/2026**

**Cost Centre Report**

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 104 | Democratic Activites | | | | | | | |
| 4026 | Election Fees | 530 | 0 | (530) | | (530) | 0.0% | 530 |
| | Democratic Activites :- Indirect Expenditure | **530** | **0** | **(530)** | **0** | **(530)** | | **530** |
| | **Net Expenditure** | **(530)** | **0** | **530** | | | | |
| 6000 | plus Transfer from EMR | 530 | 0 | (530) | | | | |
| | **Movement to/(from) Gen Reserve** | **0** | **0** | **0** | | | | |
| 201 | Cemetery | | | | | | | |
| 1011 | Grants of Right | 1,707 | 1,000 | (707) | | | 170.7% | |
| 1012 | Interments | 1,668 | 1,500 | (168) | | | 111.2% | |
| 1013 | Memorials | 584 | 1,000 | 416 | | | 58.4% | |
| | Cemetery :- Income | **3,959** | **3,500** | **(459)** | | | **113.1%** | **0** |
| 4003 | Water | 73 | 65 | (8) | | (8) | 111.5% | |
| 4101 | Grass Cutting | 322 | 424 | 102 | | 102 | 75.8% | |
| 4105 | Parish Maintenance | 425 | 500 | 75 | | 75 | 84.9% | |
| 4111 | Tree / Hedge Works | 289 | 289 | 0 | | 0 | 100.0% | |
| 4142 | Cemetery Services | 100 | 0 | (100) | | (100) | 0.0% | |
| | Cemetery :- Indirect Expenditure | **1,208** | **1,278** | **70** | **0** | **70** | **94.5%** | **0** |
| | **Net Income over Expenditure** | **2,751** | **2,222** | **(529)** | | | | |
| 301 | Recreation Field & JCH | | | | | | | |
| 1007 | Hire | 492 | 500 | 9 | | | 98.3% | |
| | Recreation Field & JCH :- Income | **492** | **500** | **9** | | | **98.3%** | **0** |
| 4002 | Business Rates etc | 986 | 1,250 | 264 | | 264 | 78.8% | |
| 4003 | Water | 1,777 | 930 | (847) | | (847) | 191.1% | |
| 4004 | Electricity | 859 | 1,180 | 321 | | 321 | 72.8% | |
| 4005 | Gas | 1,867 | 1,700 | (167) | | (167) | 109.8% | |
| 4009 | CCTV | 0 | 635 | 635 | | 635 | 0.0% | (635) |
| 4070 | Inspections | 930 | 550 | (380) | | (380) | 169.2% | 62 |
| 4101 | Grass Cutting | 1,258 | 4,728 | 3,470 | | 3,470 | 26.6% | |
| 4105 | Parish Maintenance | 598 | 635 | 37 | | 37 | 94.2% | |
| 4111 | Tree / Hedge Works | 1,000 | 292 | (708) | | (708) | 342.5% | |
| 4120 | JCH - Cleaning | 5,334 | 5,360 | 26 | | 26 | 99.5% | |
| 4121 | Janitorial Supplies | 1,006 | 1,400 | 394 | | 394 | 71.8% | |
| 4122 | Building Maintenance | 3,118 | 1,000 | (2,118) | | (2,118) | 311.8% | 1,683 |
| 4124 | Handyman Requirements | 79 | 250 | 171 | | 171 | 31.7% | |
| | Recreation Field & JCH :- Indirect Expenditure | **18,811** | **19,910** | **1,099** | **0** | **1,099** | **94.5%** | **1,110** |
| | **Net Income over Expenditure** | **(18,320)** | **(19,410)** | **(1,090)** | | | | |
| 6000 | plus Transfer from EMR | 1,110 | 0 | (1,110) | | | | |

Continued over page

**Detailed Income & Expenditure by Budget Heading 31/03/2026**

**Cost Centre Report**

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| | **Movement to/(from) Gen Reserve** | **(17,210)** | **(19,410)** | **(2,200)** | | | | |
| 303 | Play Area | | | | | | | |
| 4070 | Inspections | 0 | 150 | 150 | | 150 | 0.0% | |
| 4101 | Grass Cutting | 313 | 314 | 1 | | 1 | 99.7% | |
| 4130 | Play Equipment - New | 1,650 | 1,000 | (650) | | (650) | 165.0% | 650 |
| 4131 | Play Equipment - Maintenance | 283 | 500 | 217 | | 217 | 56.6% | |
| | Play Area :- Indirect Expenditure | **2,246** | **1,964** | **(282)** | **0** | **(282)** | **114.4%** | **650** |
| | **Net Expenditure** | **(2,246)** | **(1,964)** | **282** | | | | |
| 6000 | plus Transfer from EMR | 650 | 0 | (650) | | | | |
| | **Movement to/(from) Gen Reserve** | **(1,596)** | **(1,964)** | **(368)** | | | | |
| 304 | Cricket | | | | | | | |
| 1007 | Hire | 3,653 | 3,150 | (503) | | | 116.0% | |
| | Cricket :- Income | **3,653** | **3,150** | **(503)** | | | **116.0%** | **0** |
| 4101 | Grass Cutting | 1,972 | 701 | (1,271) | | (1,271) | 281.3% | |
| 4312 | Maintenance of Cricket Square | 2,360 | 1,750 | (610) | | (610) | 134.8% | |
| | Cricket :- Indirect Expenditure | **4,332** | **2,451** | **(1,881)** | **0** | **(1,881)** | **176.7%** | **0** |
| | **Net Income over Expenditure** | **(679)** | **699** | **1,378** | | | | |
| 305 | Football | | | | | | | |
| 1007 | Hire | 7,875 | 8,250 | 376 | | | 95.4% | |
| | Football :- Income | **7,875** | **8,250** | **376** | | | **95.4%** | **0** |
| 4101 | Grass Cutting | 3,734 | 1,751 | (1,983) | | (1,983) | 213.2% | |
| 4126 | Pitch Marking | 1,632 | 677 | (955) | | (955) | 241.1% | |
| | Football :- Indirect Expenditure | **5,366** | **2,428** | **(2,938)** | **0** | **(2,938)** | **221.0%** | **0** |
| | **Net Income over Expenditure** | **2,509** | **5,822** | **3,314** | | | | |
| 401 | Highways & Open Spaces | | | | | | | |
| 4100 | Equipment & Repairs | 0 | 100 | 100 | | 100 | 0.0% | |
| 4101 | Grass Cutting | 1,698 | 1,120 | (578) | | (578) | 151.6% | |
| 4105 | Parish Maintenance | 703 | 2,000 | 1,297 | | 1,297 | 35.1% | (1,297) |
| 4106 | Bus Shelter Cleaning | 0 | 165 | 165 | | 165 | 0.0% | |
| 4109 | Street Furniture - New | 157 | 200 | 43 | | 43 | 78.4% | |
| 4111 | Tree / Hedge Works | 55 | 500 | 445 | | 445 | 11.0% | |
| 4127 | Holborn Footpath | 250 | 250 | 0 | | 0 | 100.0% | |

Continued over page

**Detailed Income & Expenditure by Budget Heading 31/03/2026**

**Cost Centre Report**

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|---|
| 4129 | Community Field | 0 | 0 | 0 | | 0 | 0.0% | 685 |
| 4139 | Lydiard Green | 278 | 500 | 222 | | 222 | 55.6% | (222) |
| 4140 | Speed Indicator Devices SIDS | 1,273 | 0 | (1,273) | | (1,273) | 0.0% | 1,270 |
| | Highways & Open Spaces :- Indirect Expenditure | **4,413** | **4,835** | **422** | **0** | **422** | **91.3%** | **436** |
| | **Net Expenditure** | **(4,413)** | **(4,835)** | **(422)** | | | | |
| 6000 | plus Transfer from EMR | 436 | 0 | (436) | | | | |
| | **Movement to/(from) Gen Reserve** | **(3,978)** | **(4,835)** | **(857)** | | | | |
| 402 | Community Field | | | | | | | |
| 4141 | Rental Community Field | 1,031 | 1,540 | 509 | | | 67.0% | |
| | Community Field :- Income | **1,031** | **1,540** | **509** | | | **67.0%** | **0** |
| 4129 | Community Field | 704 | 1,000 | 296 | | 296 | 70.4% | |
| | Community Field :- Indirect Expenditure | **704** | **1,000** | **296** | **0** | **296** | **70.4%** | **0** |
| | **Net Income over Expenditure** | **327** | **540** | **213** | | | | |
| 501 | Lydiard Plain | | | | | | | |
| 1002 | Rental | 2,700 | 1,000 | (1,700) | | | 270.0% | |
| 1003 | Grants | 785 | 784 | (1) | | | 100.1% | |
| | Lydiard Plain :- Income | **3,485** | **1,784** | **(1,701)** | | | **195.3%** | **0** |
| 4055 | Professional Fees | 158 | 350 | 192 | | 192 | 45.2% | |
| 4105 | Parish Maintenance | 450 | 0 | (450) | | (450) | 0.0% | |
| | Lydiard Plain :- Indirect Expenditure | **608** | **350** | **(258)** | **0** | **(258)** | **173.8%** | **0** |
| | **Net Income over Expenditure** | **2,877** | **1,434** | **(1,443)** | | | | |
| 702 | Neighbourhood Plan | | | | | | | |
| 1003 | Grants | 0 | 7,110 | 7,110 | | | 0.0% | |
| | Neighbourhood Plan :- Income | **0** | **7,110** | **7,110** | | | **0.0%** | **0** |
| 4032 | Printing and Lease | 108 | 0 | (108) | | (108) | 0.0% | |
| 4055 | Professional Fees | 9,747 | 7,435 | (2,312) | | (2,312) | 131.1% | 4,130 |
| | Neighbourhood Plan :- Indirect Expenditure | **9,855** | **7,435** | **(2,420)** | **0** | **(2,420)** | **132.5%** | **4,130** |
| | **Net Income over Expenditure** | **(9,855)** | **(325)** | **9,530** | | | | |
| 6000 | plus Transfer from EMR | 4,130 | 0 | (4,130) | | | | |
| | **Movement to/(from) Gen Reserve** | **(5,725)** | **(325)** | **5,400** | | | | |

Continued over page

**Detailed Income & Expenditure by Budget Heading 31/03/2026**

**Cost Centre Report**

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---|---|---|---|---|---|---|
| Grand Totals:- Income | **90,505** | **96,151** | **5,646** | | | **94.1%** | |
| Expenditure | **96,031** | **87,151** | **(8,880)** | **0** | **(8,880)** | **110.2%** | |
| **Net Income over Expenditure** | **(5,526)** | **9,000** | **14,526** | | | | |
| plus Transfer from EMR | **5,740** | 0 | (5,740) | | | | |
| **Movement to/(from) Gen Reserve** | **214** | **9,000** | **8,786** | | | | |

# Lydiard Millicent Parish Council

## Earmarked Reserves

| | Account | Opening Balance | Net Transfers | Closing Balance |
|---|---|---|---|---|
| 320 | EMR Footpaths | 4,702.41 | -3,778.01 | 924.40 |
| 321 | EMR Handyman Equipment | 1,499.83 | | 1,499.83 |
| 322 | EMR Highways - LHFIG | 5,970.40 | 1,297.30 | 7,267.70 |
| 323 | EMR JCH Repairs | 1,592.07 | 390.16 | 1,982.23 |
| 324 | EMR Office Equipment | 2,397.49 | -1,000.00 | 1,397.49 |
| 325 | EMR Parish Projects | 3,371.00 | -1,882.00 | 1,489.00 |
| 326 | EMR St Funiture/Play Equipment | 3,157.00 | 2,850.00 | 6,007.00 |
| 327 | EMR War Memorial Clock ONLY | 5,732.49 | | 5,732.49 |
| 328 | EMR Election Fees | 1,150.00 | -530.00 | 620.00 |
| 330 | EMR CIL | 5,085.43 | -3,087.87 | 1,997.56 |
| | | **34,658.12** | **-5,740.42** | **28,917.70** |

17 April 2026

Development Services
Wiltshire Council
Tel: 0300 456 0114
www.wiltshire.gov.uk
PlanningAppeals@wiltshire.gov.uk

Dear Sir/Madam,

**TOWN AND COUNTRY PLANNING ACT 1990**

| | |
|---|---|
| APPELLANTS NAME: | Owen James Properties |
| APPEAL SITE: | Land at Greensend, Lydiard Green, Lydiard Millicent, Swindon, SN5 3LP |
| PLANNING APPLICATION REF: | PL/2024/06287 |
| PROPOSED DEVELOPMENT: | Completion of one existing redundant dwelling and erection of one new dwelling. |
| INSPECTORATE REFERENCE: | 6007649 |
| APPEAL START DATE: | 14 April 2026 |

I am writing to let you know that an appeal has been made to the Planning Inspectorate in respect of the above site.

The appeal is Against a Refusal in respect of the above site, and is to be decided on the basis of Written Representations procedure set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.
Documents relating to the appeal(s) can be viewed on the Council website by searching the application reference at https://development.wiltshire.gov.uk/pr/s/

The Planning Inspectorate have introduced an online appeals service which you can use to comment on this appeal. You can find the service through the Appeals area of the Planning Portal – see https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference.
Alternatively, you can send your comments to The Planning Inspectorate, c/o QUADIENT, 69 Buckingham Avenue, Slough, SL1 4PN, quoting the Inspectorate reference. Comments should be received by **20 May 2026.**

The Inspectorate may publish details of your comments, on the internet (on the appeals area of the planning portal). Your comments may include your name, address, email address or phone number, please ensure that you only provide information, including personal information belonging to you that you are happy will be made available to others in this way. If you supply information belonging to a third party please ensure you have their permission to do so. More detailed information about data protection and privacy matters is available on the Planning Portal.

Any representations received after the deadline will not normally be seen by the Inspector and will be returned. All representations must quote the appeal reference.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

Any comments you may have already made following the original application will also be forwarded to the Inspectorate (unless they are expressly confidential) but you may withdraw, modify or amplify them now if you wish.  All comments received will be copied to the appellant and will be taken into account by the Inspector in deciding the appeal.

If you wish to receive a copy of the appeal Decision Letter, you should write to the Planning Inspectorate specifically requesting one.

The Planning Inspectorate will not acknowledge your letter unless you specifically ask them to do so. They will, however, ensure that your letter is passed on to the Inspector dealing with the appeal.

Finally, you can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal.

When made, the decision will be published online at https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference.

Yours faithfully,
*Head of Development Management*

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|---|
| PQT 2 October – Common Platt Defibrillator<br>A resident asked for the Council to consider installing a defibrillator in Common Platt as the nearest ones are some distance away (Peatmoor and Lydiard Millicent village). The Council agreed that the Clerk should explore this including approaching Purton PC as a possible joint venture. UPDATE: Purton Parish Council considered the proposal in their meeting held on 13 Oct but they do not have funding to support a defibrillator in Common Platt at this time. Costs for a solar / wind powered cabinet have been received which may be cost prohibitive, so it is now being established if a mains connection is possible next to the parish noticeboard, SSEN are preparing a quote. WC have confirmed the process for requesting approval for installation on the public highway. FURTHER UPDATE: Members AGREED to defer the decision on which option should be taken forward, pending further investigation. Members RESOLVED to give the Clerk the authority to make a grant application to the Hills Landfill Community Fund on its behalf. Agenda item. MAY UPDATE: Agenda item. |
| 25.125 Holborn Footpath Bicycle Access<br>Members RESOLVED that the Clerk should investigate the feasibility of a bicycle trough being installed at the steps at Holborn. UPDATE: Members RESOLVED to install a bicycle trough on the steps at Holborn, subject to confirmation from Wiltshire Council that no planning obligations are to be met. FURTHER UPDATE: The land is not owned or maintained by Wiltshire Council and as such, there are no planning obligations to be met. Trough is expected to be installed in March / early April. MAY UPDATE: Trough installed, recommendation to CLOSE this item. |
| 25.156j - Financial Accounts<br>Members APPROVED an expenditure of up to £500.00 (five hundred pounds) (ex. VAT) for the Clerk to purchase a new office computer along with any associated new equipment required. |
| 25.191j – Financial Accounts<br>Members APPROVED a maximum expenditure of £150.00 (ex. VAT) to purchase materials required for the Handyman to repair the fence at the back boundary of the cemetery. UPDATE: Works to be carried out in April / early May. MAY UPDATE: Works will be completed by 7 May. Recommendation to CLOSE this item. |
| 25.191k – Financial Accounts<br>Members APPROVED a maximum expenditure of £200.00 (ex. VAT) to print 700 parish newsletters. MAY MEETING UPDATE: Newsletters were printed at a cost of £123.87. Recommendation to CLOSE this item. |
| 25.214j – Financial Accounts<br>Members APPROVED a maximum expenditure of £72.00 (ex. VAT) to purchase wood stain to treat the cemetery and play area fencing. MAY UPDATE: Wood stain purchased at a cost of £39.96 and painting commenced w/c 27 April. Recommendation to CLOSE this item. |
| 25.214k – Financial Accounts<br>Members APPROVED a maximum expenditure of £68.95 (ex. VAT) to purchase a pair of defibrillator pads for the Jubilee Club House defibrillator. MAY UPDATE: Pads received. Recommendation to CLOSE this item. |
| 25.219 – Asset Register – Asset Disposal<br>Members NOTED the report and after discussions, RESOLVED to set a price of £1,500 for the sale of both speed indicator devices (SIDs), or £750 for one SID, and a minimum of £1,000 (one thousand pounds) for both SIDs or £500 (five hundred pounds) for one SID. These figures are to include the batteries, chargers and fixing brackets if required. The purchaser is to arrange and cover the cost of shipping. MAY UPDATE: The SIDs were purchased for £1,500 for both and were collected on 23 April. Recommendation to CLOSE this item. |

# Crisis and Resilience Fund

## Briefing Note No. 26 - 04

***Service:*** *Communities*
***Date Prepared:*** 02/04/26
***Direct Line / Email:*** *CRF@wiltshire.gov.uk*

This briefing outlines the transition from the Household Support Fund (HSF) to the new Crisis and Resilience Fund (CRF), the support available to residents, and the relevant referral routes for partners and frontline staff.

More information on the support provided by the Crisis and Resilience Fund can be found at Crisis and Resilience Fund - Wiltshire Council.

**Overview of the Crisis and Resilience Fund**

- The Crisis and Resilience Fund (CRF) replaced the Household Support Fund on 1 April 2026.
- The fund marks a national shift from short-term emergency payments to a longer-term approach to financial resilience and community wellbeing.
- Wiltshire Council will receive £13.4m across the funding period:
  - £4.4m in 2026/27
  - £4.4m in 2027/28
  - £4.6m in 2028/29
- A full CRF delivery plan will be published later in 2026.

**Impact on previous support schemes**

- The Local Welfare Provision (LWP) scheme ended on 31 March 2026. Its core functions, including crisis support are now delivered through the crisis payments element of the CRF.
- Long-term resilience support is also now delivered through the Crisis and Resilience Fund.
- Stakeholders should now direct residents to the Wiltshire Wellbeing Hub instead of LWP. The hub can be contacted on 0300 003 4576 or wellbeinghub@wiltshire.gov.uk. More information can be found at Crisis and Resilience Fund - Wiltshire Council.

- From 1 April, Discretionary Housing Payments (DHP) was also be replaced by the housing payments strand of CRF. The application process for housing payments will continue exactly as the previous Discretionary Housing Payments DHP scheme worked. Application forms can be downloaded from the council's website at Extra help with rent - Wiltshire Council.

**Where to refer residents facing immediate financial crisis**

Residents experiencing an urgent financial or wellbeing issue can still access crisis help through the CRF. Partners are encouraged to signpost residents facing financial crisis directly to the Wiltshire Wellbeing Hub, as:

- It's the first point of contact for all urgent support needs
- Staff can provide advice, assess CRF eligibility, and connect residents with other services

Opening hours:

- Mon–Thu: 9am–5pm
- Fri: 9am–4pm

Contact:
0300 003 4576
wellbeinghub@wiltshire.gov.uk

**Support for residents not in immediate crisis but need wraparound care**

Some residents may need advice but not urgent intervention.
Stakeholders should signpost these individuals to:
Citizens Advice, as they can

- Offer independent, confidential support
- Advise on benefits, budgeting, debts, and wider issues

The Citizen's Advice contact details are 0808 278 7995 or more information can be found at www.citizensadvicewiltshire.org.uk.

**Support for households using oil heating**
Immediate support (interim arrangements):

Wiltshire Council has been awarded an extra £783,725 via the CRF specifically for supporting households reliant on oil heating.
Low-income households needing urgent help with oil heating costs should:

- Visit www.wiltshire.gov.uk/Crisisandresiliencefund
- Complete the form under the 'Oil heating' section
- Check eligibility information on the same page

Future provision (in the coming weeks):

Wiltshire Council is working with Centre for Sustainable Energy to set up a dedicated financial support offer for oil heated households on a low income.

Further details will be shared with stakeholders once arrangements are confirmed and in place.

**Long-term financial resilience support**

The CRF is not solely a crisis fund – it also aims to strengthen sustainable financial wellbeing.

Over the coming months, Wiltshire Council will work with partners to:

- Expand services that stabilise household finances
- Reduce repeat hardship
- Build resilience through advice, coordination, and practical support

Further details will be available once plans are confirmed.

**Key components of the Crisis and Resilience Fund**

The CRF is structured around four core strands:

1. Crisis payments – urgent financial support
2. Housing payments – targeted assistance to prevent housing-related crises
3. Resilience services – longer term support improving financial stability
4. Community coordination – local partnerships that strengthen community resilience

These components will be rolled out in phases throughout 2026.

**Further Information and updates**

All CRF information, including eligibility, application routes, and updates, is available at www.wiltshire.gov.uk/Crisisandresiliencefund. This page will be updated regularly as the CRF develops.

If you have any queries in your roles as councillors, please don't hesitate to contact crf@wiltshire.gov.uk

**Round-up of useful links:**

www.wiltshire.gov.uk/Crisisandresiliencefund. - Wiltshire Council Crisis and Resilience Webpage
www.citizensadvicewiltshire.org.uk. - Citizens Advice website
wellbeinghub@wiltshire.gov.uk - Wiltshire Wellbeing Hub email address
crisispayments@wiltshire.gov.uk - Criss and Resilience Fund crisis payments email address

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|---|
| https://www.gov.uk/government/news/1-billion-resilience-fund-and-next-step-towards-removal-of-two-child-limit-provide-safety-net-for-families - Government webpage |

Dear Customer,

We're writing to inform you of a temporary fuel surcharge that will be applied to your account.

As you will be aware, the ongoing conflict in the Middle East has created significant instability in global oil markets. This has led to sharp increases in fuel prices across the UK, directly impacting transport, logistics, and the wider waste management infrastructure.

As a national provider, our services depend heavily on vehicle fleets. We have worked hard to absorb the impact of rising fuel costs for as long as possible to minimise any effect on our customers. However, due to the continued and sustained increases, this has now reached a point where it is no longer economically viable.

With this in mind, we are writing to provide you with 30 days' notice that, from 15th May 2026, a fuel surcharge will be applied as a separate line on your invoice. This will be:

**All services other than skips, roll-on/roll-offs, and compactors:**

£0.70 + VAT per visit, per waste stream

**Skips, roll-on/roll-offs, and compactors only:**

£10.00 + VAT per visit, per waste stream

This rate has been calculated based on average cost increases across our national operations, ensuring a fair and consistent approach across all customers.

In applying this, we have also taken a practical approach to ensure the structure is simple and consistent, minimising additional administrative burden. By keeping this approach streamlined, we avoid introducing more complex cost structures that would ultimately increase overall charges. This allows our teams to remain focused on delivering the high level of service and support you expect.

**How this will be administered:**
We will review activity at the end of each month for all customers. This will appear as a separate line on the invoice and will be issued no later than **5th of the following month,** detailing the fuel surcharge based on the collections completed during that period. This will be administered for customers billed in arrears and in advance. This ensures the charge accurately reflects the services delivered.

We want to be clear on how this will be managed:

- This surcharge reflects the current level of fuel-related cost increases affecting our operations and supply chain
- We will continue to actively monitor fuel prices and adjust the surcharge accordingly to ensure it remains fair and reflective of current conditions
- When the cost of fuel returns to the level before the conflict started, we will remove any fuel surcharges.

We have been tracking the fuel increases since the conflict started on 28th February. The average cost of petrol on this date was 132.87p per litre, and the average cost of Diesel was 142.40p per litre. As of today, 14th April 2026, Petrol has increased by 19%, and Diesel has increased by 34%.

There is no change to your core service or agreed service levels, and we remain fully committed to delivering a reliable and efficient service.

We appreciate that increases of this nature are never welcome, and we thank you for your understanding as we respond responsibly to external cost pressures.

If you have any questions, please contact our customer service team on **01904 207120** or email customers@businesswaste.co.uk, and a member of the team will be happy to assist.

Kind regards,

Lee Bryson
Head of Commercial

business waste.co.uk

**Wiltshire Council**

**Section 14(1) of the Road Traffic Regulation Act 1984**

**Temporary Closure of: C16 (Part), Purton** (Ref: TTRO 11424)

Notice is hereby given that the Wiltshire Council has made an Order to close temporarily to all traffic:

**C16 (Part), Purton**; from outside its property known as No.16 The Willows for a distance of approximately 50m in an easterly direction.

**To enable:** Wiltshire Council to carry out traffic calming work including kerbing, minor drainage, footway works and other associated works.

**Alternative route**: via C16 (unaffected length) – The Buffer – B4553 – C70 – C16 (unaffected length) and vice versa.

**The closure and diversion route will be clearly indicated by traffic signs.**

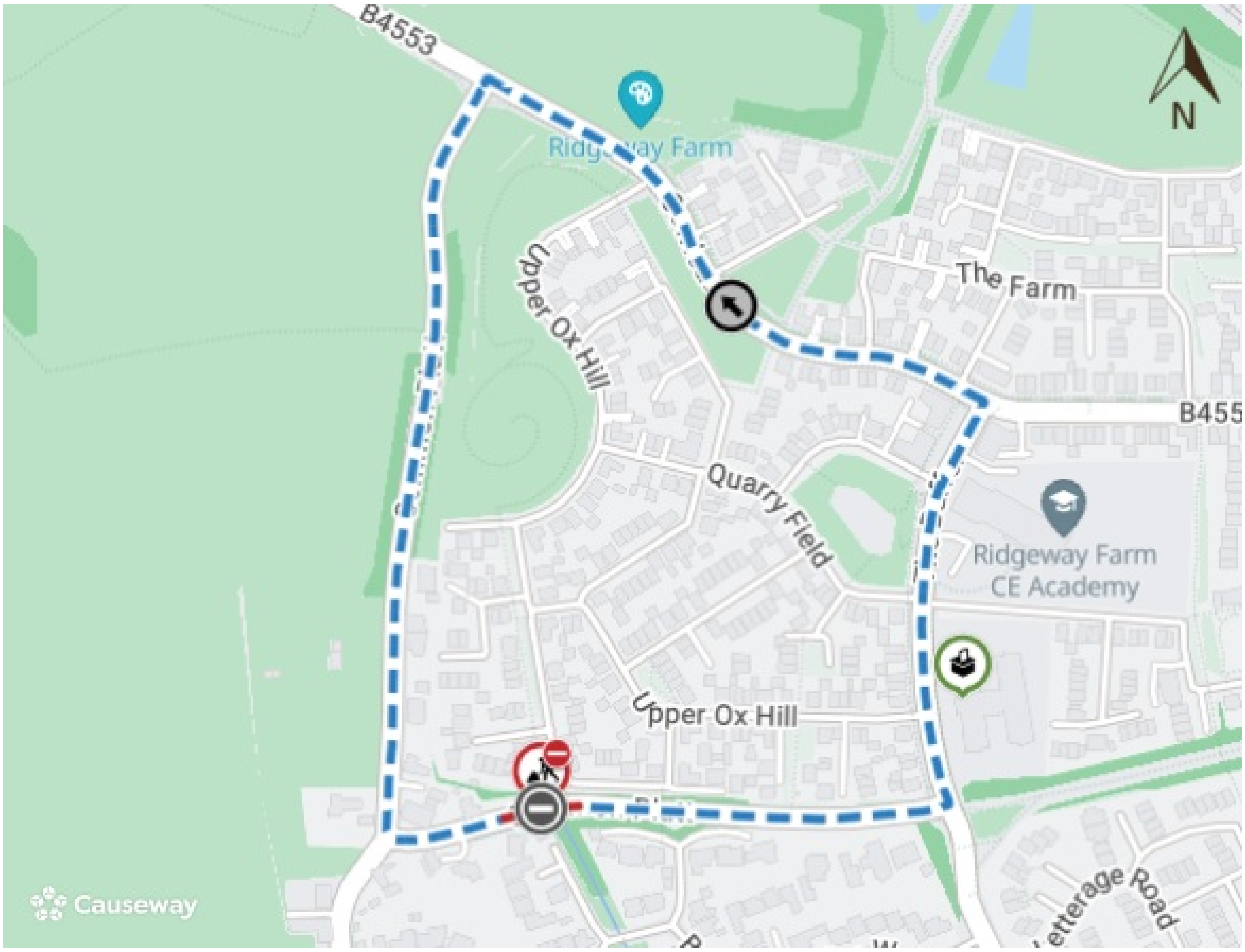
This Order will come into operation on 22 June 2026 and the closure will be required until 10 July 2026. It is anticipated that the works will take the stated duration to complete depending upon weather conditions. Access will be maintained for residents and businesses where possible, although delays are likely due to the nature of the works. The Order will have a maximum duration of 18 months.

For further information please contact Wiltshire Council on 0300 456 0105.

**Highways Assets and Commissioning, County Hall, Bythesea Road, Trowbridge BA14 8JN**

**18 June 2026**

# Indicative Plan : C16 (Part), Purton

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Dear Colleague

I am writing to provide an update following the publication of the latest HMICFRS PEEL inspection of Wiltshire Police and to set out what this means for the Force, for governance, and for the communities we serve.

The report confirms that Wiltshire Police is moving in the right direction, with clear, independent evidence of improvement across key areas. You can find a link to the report here: Wiltshire PEEL Assessment 2025–2027 - His Majesty's Inspectorate of Constabulary and Fire & Rescue Services

From my perspective, the report reflects what I have seen for some time: progress in many key areas since the very difficult inspection in 2022 is real, credible and being sustained.

Wiltshire Police is no longer in recovery from failure. It has moved into the more demanding phase of embedding improvement and building long-term, resilient performance.

Policing is not judged by inspection grades alone but by people's lived experiences: how safe they feel, how quickly calls are answered, how fairly they are treated and how well victims are supported. This latest inspection provides tangible evidence of improvement in those areas, while also being honest about where consistency and organisational grip still need to strengthen.

The most encouraging findings relate directly to public confidence. Inspectors recognised effective neighbourhood policing, strong partnership working, a visible local presence, and improved prevention and early intervention, particularly with young people.

Responsiveness has improved significantly. 999 call handling now exceeds national expectations, and victim outcomes are stronger, underpinned by improved audit and scrutiny of investigations. These are changes communities can see and feel.

You will be aware, this marks a major shift from 2022, when Wiltshire was graded among the worst-performing forces in the country and faced deep-rooted systemic issues affecting victims, public confidence and organisational resilience. Since then, the focus has been on stabilising the Force, restoring grip, rebuilding foundations and reinforcing standards, legitimacy and service to the public.

Two years on from being removed from HMICFRS Engage, Inspectors now recognise Wiltshire Police's progress as a genuine long-term improvement journey, with progress evident across all areas inspected.

However, this does not mean the work is finished. Inspectors – and both the Chief Constable and I – are clear that further improvement is required to strengthen the consistency of crime investigations, improve safeguarding for vulnerable people, ensure full compliance with the Victims' Code and continue developing leadership confidence and organisational culture. The findings are accepted in full, and I am reassured that action is already under way.

All of this is happening in a challenging national context of financial pressure, rising demand and ongoing reform. Doing more with less is not a slogan – it is the operating reality for policing.

Wiltshire's size is not a weakness. As a smaller force, it can be more agile, more focused and more closely connected to communities and partners. Bigger is not always better. What matters is clarity of priorities, strong partnerships and confident leadership, and in several key areas Wiltshire Police is now delivering exactly that and, in some respects, punching above its weight.

That said, improvement remains uneven. Strong performance in neighbourhood policing or responsiveness cannot mask the need to accelerate progress in investigations, safeguarding and organisational confidence. That is where continued focus and oversight are essential.

I welcome the Chief Constable's recent clearly defined operational priorities of safer public spaces, preventing violence against women and girls, and improving outcomes for victims through consistently high-quality investigations. These priorities align directly with the inspection findings and reflect what I continue to hear from residents, partners and stakeholders.

As Police and Crime Commissioner, my role is to provide strong governance, independent scrutiny and support – to hold the Chief Constable to account for the performance and delivery of the Force, while acting as the public's voice to ensure these improvements are delivered and sustained.

Independent oversight remains vital, and I will continue to challenge, support and scrutinise progress on behalf of communities across Wiltshire and Swindon.

Residents increasingly tell me they are seeing greater police visibility and quicker responses. At the same time, victims rightly expect better communication and more consistent service. Confidence is growing but expectations are rising too.

Wiltshire remains one of the safest counties in the UK but safety must be a lived experience, not just a statistical position. The next phase of improvement must focus on consistency, confidence and resilience – closing gaps, strengthening weaker areas and ensuring that progress is felt by everyone.

Making Wiltshire Safer must not only be evident in data but in everyday reality too.

Yours sincerely,

P R Wilkinson OBE
Police and Crime Commissioner for Wiltshire and Swindon
Wiltshire Police Headquarters, London Road, Devizes, Wiltshire, SN10 2DN

# PURTON
## PARISH COUNCIL

Council Offices
Station Road
Purton
Wiltshire
SN5 4AJ

**Town and Parish Councils** Monday 30 March 2026

Braydon Parish, Lydiard Millicent, Lydiard Tregoze, Cricklade, Blunsdon St Andrews, Charlton Parish Council, Cherhill Parish Council, Brinkworth Parish Council, Minety Parish Council, Broad Town Parish Council, Royal Wotton Bassett, Clyffe Pypard Parish Council, Leigh Parish Council, Ashton Keynes Parish Council, Latton Parish Council, Calne Town Council, Calne without Parish Council, Compton Bassett Parish Council, Hillmorton Parish Council, Bremhill Parish Council, Stanley Parish Council,

Dear Colleagues,

Purton Parish Council would like to extend its sincere thanks to each of your councils for the constructive, determined and united approach taken in response to Wiltshire Council's proposal to close the Purton and Lower Compton Household Recycling Centres.

It is clear that the collective pressure applied by our parish and town councils has been instrumental in securing Wiltshire Council's recent commitment to keep both sites open until a replacement facility is built in the north of the county.

This assurance represents meaningful progress and provides welcome stability for our residents in the immediate term.

However, while this commitment is positive, it also marks the beginning of a much longer process. The development of a new HRC will span several years, during which time the people of North Wiltshire must be fully and transparently engaged.

Many of us share concerns about how consultation will be conducted, how local knowledge will be incorporated, and how we can ensure that the needs of our communities remain central to the project as it evolves.

Given the strength of our shared position to date, Purton Parish Council believes it is important that we continue to speak with a coordinated voice.

A collective approach will help ensure that:
- our residents are properly represented throughout the planning and delivery of the new facility
- Wiltshire Council maintains open, timely and meaningful engagement with all affected communities
- the long-term solution reflects the real patterns of use, accessibility needs and environmental priorities of North Wiltshire.

We would therefore welcome your views on establishing a simple, ongoing mechanism for collaboration. This could take the form of a joint working group, periodic liaison meetings, or a shared statement of principles to guide our engagement with Wiltshire Council.

The intention is not to create unnecessary structure, but to ensure that our councils remain aligned, informed and able to act collectively when required.

PURTON
PARISH COUNCIL

Council Offices
Station Road
Purton
Wiltshire
SN5 4AJ

Purton Parish Council would be pleased to host an initial discussion, either in person or online, should colleagues feel this would be helpful.

We are keen to maintain the momentum that has already proven so effective and to ensure that our communities continue to be heard clearly and consistently.

We look forward to your thoughts and to continuing our productive partnership on this important matter.

If you believe, there are other Parish/Town Councils that we can include in this working party, please advise or if we have inadvertently included you and you wish to be removed.

Yours sincerely

Neil Saunders
**Chair of Purton Parish Council**

Members are requested to NOTE the report, CONSIDER the way forward and CONSIDER the recommendation.

**Background**
At the last meeting on 2 April, Members were advised that:

- Toomers have bought a new battery and pads for the defibrillator they were left by the Olive Tree Cafe so it is working and registered to The Circuit, the national network of defibrillators.
- The defibrillator cabinet is currently attached to the main building and is mains powered. Due to its location, it is not accessible to the public outside of business opening hours. Toomers are open to repositioning the defibrillator cabinet outside of the gate that is locked after business hours to allow public access 24/7 however would look to the Parish Council to cover the costs..

**Update**
Since the last meeting, Toomers have advised that they will now cover half of cost of relocating the defibrillator with a power supply, with their electrician covering the other half. This work is expected to be carried out in the next couple of weeks. The ask is now that the Parish Council cover replacement pads if and when needed in the future. The Parish Council has the power to purchase these on Toomer's behalf as a service to the community.

Community First have also confirmed that the Council's Landfill Communities Fund grant application to install a standalone solar / wind powered defibrillator cabinet and defibrillator (funding 50% of the cost of the project) has been successful.

**Way Forward**
Members should CONSIDER whether a defibrillator at Toomers meets the needs of the community in Common Platt or if prices to install a standalone defibrillator should be refreshed for consideration.

If it does meet the needs of the community, the Council should CONSIDER approving a maximum expenditure to replace the Toomers defibrillator pads.

**Recommendation**
Members to APPROVE a maximum expenditure of £80.00 (ex. VAT) for replacement defibrillator pads at Toomers Garden Centre as a service to the community. Costs to be met from General Reserves.

Hayley Graham
April 2026

Resident Proposal – Shade for JCH Play Area Benches Item 29

Members are requested to NOTE the report and CONSIDER options.

**Background**
A resident has contacted the Clerk to ask if the Council would consider some form of shade from the sun on the gravelled area next to the play park at JCH.

She explained that she and her small children often use the play area as a meeting point with other families with children and have picnic lunches in the warmer weather but the lack of shade can make staying for longer periods difficult.

**Options**
The gravelled area next to the play area is a sizeable area with 2 picnic tables. The Council could choose to adjust the current picnic tables to allow a parasol to be placed through the middle; 2 parasols and 2 bases could be purchased for under £100.00 (inc. VAT) and delegated to the Clerk to purchase ahead of the Summer.

Alternatively a more permanent solution could be explored, such as:

A wooden fixed gazebo. Depending on size and specification, this 6m x 3m option is currently around £1,600 (inc. VAT) excluding installation.

A retractable canopy. Again depending on size and specification, this 4m x 3m option is currently around £265 (inc. VAT) excluding installation.

Hayley Graham
April 2026

Members are requested to NOTE the report and CONSIDER the recommendations.

**Electrical Works at JCH**
There are a number of electrical works at JCH that require the Council's consideration.

Electrical Installation Condition Report (EICR) (Fixed Wiring Testing)
An EICR for the Jubilee Club House was last carried out June 2021. It requires updating every 5 years and is therefore due in June this year. A quote of £423.00 (ex. VAT) has been received and the expenditure was included in the 2026/2027 budget.

Extractor Fan in Changing Rooms
The extractor fan in one of the changing rooms no longer works, and having been inspected by the electrician, it is the controller unit that is the issue. The fan is quite some years old, but the Council has the option to:

- Replace the faulty controller unit only at a cost of £337.77 (ex. VAT)
- Replace the fan and controller unit at a cost of £734.87 (ex. VAT)

£400.00 was included in the 2026/2027 budget for this work. The electrician has recommended replacing both components of the fan due to its age.

Car Park Flood Lights
Both hard wired floodlights at JCH are not working and having been inspected by the electrician, both require new floodlight units and PIR sensors. A quote of £355.31 (ex. VAT) has been received.

Kitchen Light
The light in the kitchen will no longer automatically turn off and the electrician believes the sensor is faulty. This light is the last of the old style tube lights in the Jubilee Club House, so the Council could consider replacing the light fitting and the sensor with LED lights to match those in the main hall, which would use approximately 50% of the energy the current light uses. The options are to:

- Retain the existing light fitting and replace the sensor only at a cost of £83.00 (ex. VAT)
- Replace the light fitting and the sensor at a cost of £144.25 (ex. VAT)

Recommendation
Members to APPROVE expenditures of:

- £423.00 (ex. VAT) for an EICR to be produced. Cost to be met from the JCH inspections budget line.
- £734.87 (ex. VAT) for the replacement of the fan and controller unit. Cost to be met from JCH building maintenance budget line.
- £355.31 (ex. VAT) to replace 2no. car park flood lights and PIR sensors. Cost to be met from JCH building maintenance budget line.
- £144.25 (ex. VAT) to replace the kitchen light fitting and sensor. Cost to be met from JCH building maintenance budget line.

Hayley Graham
April 2026