



LISS PARISH COUNCIL

The Council Room, Village Hall, Hill Brow Road, Liss, Hants. GU33 7LA
Tel/Fax: 01730 892823

Councillors,

The Annual Meeting of Liss Parish Council is to be held at 7pm on Monday 18th May 2026 in the Village Hall, which you are summoned to attend.

Clerk to the Council 13/05/2026

- 1 Election of Chair.
- 2 Election of Vice Chair.
- 3 Apologies.
- 4 Declarations of interests.

Councillors are reminded of their responsibility to declare any pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011.

You must withdraw from the meeting when the issue is discussed and Council votes on the matter.

- 5 Chair's announcements.
- 6 Adjournment for public participation.
- 7 Update from the County Councillor.
- 8 Update from the District Councillors.
- 9 Approval of the minutes of the Council meeting of 20th April 2026.
- 10 Matters arising.
- 11 To receive the reports of the Planning Committee of 11th May 2026.
- 12 Review of delegation arrangements to committees and Terms of Reference.
- 13 Appointments of members to committees.
- 14 Appointment of representatives to outside bodies, champions and working groups.
- 15 Approval of Standing Orders 2026.
- 16 Approval of Financial Regulations 2026.
- 17 That Liss Parish Council resolves from 18th May 2026, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
- 18 To confirm time and place of ordinary meetings to the end of the calendar year.
- 19 Payments and receipts for the period 1st April to 30th April 2026.
- 20 Approval of the Liss Parish Council Action Plan for 2026/27.
- 21 Proposed closure of Churchyard at St. Peter's Church .
- 22 Matters to report.

Next Meeting - 15th June 2026, 7pm.

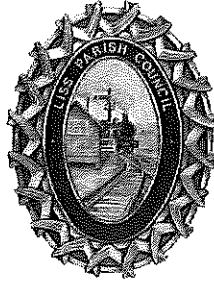


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LISS PARISH COUNCIL

COUNCIL MEETING MINUTES

A meeting of Liss Parish Council took place at 7pm on 20th April 2026 in Liss Village Hall

Members

*Mr K. Budden (Chair), *Ms S. Baldwin, *Ms R. Crane, *Mr I. James, *Mr D. Jerrard,
*Mr C. Olley, *Mr C. Mort, *Mr P. Payne, *Mr A. Smith, Mr R. Smith,
Mrs S. Stratford-Tuke, Dr D. Turner and *Ms C. Williams.

* Present

In addition to S. Smith (Clerk), District Councillor Roger Mullenger, District Councillor for Froxfield, Sheet and Steep, Nick Drew and one member of the public.

40/26 Apologies

Members accepted apologies from Cllr Stratford-Tuke. It was also noted that County Councillor Russell Oppenheimer had sent apologies.

41/26 Declarations of Interests

Councillors were reminded of their responsibility to declare any pecuniary interest they may have in any item of business, no later than when that item is reached.

42/26 Chair's announcements

The Chair highlighted the following:

- a) That faced with the imminent closure of Tesco Liss from 24th April to 29th May, for essential floor replacement and fire proofing works, he hoped that a temporary solution might be considered.

The Clerk added that the Butcher and Larder were looking to work with the Kitchen to provide additional items during this period; they were keen for feedback on what residents would like provided.

- b) That the chosen structure for Local Government Reorganisation had been confirmed by the Government. East Hampshire would join the New Forest, Test Valley and Winchester to become the Mid Hampshire unitary authority; the parishes of Clanfield, Horndean and Rowlands Castle would however move to the South East unitary. The new unitaries would replace EDHC and HCC from April 2028. Further details on were awaited, including on community governance provisions.

43/26 Update from the County Councillor

Cllr Oppenheimer was not present but had submitted a written report at **Annex A**.

Members wanted to thank Cllr Oppenheimer for all his hard work over the past 9 years and wished him well in his future teaching career.

44/26 Update from District Councillors

Cllr James presented his report as at **Annex B**.

Cllr Mullenger presented his report as at **Annex C**.

In response to a question from Cllr Mort, Cllr Nick Drew clarified that there would likely be three councillors per division (which for Liss is the Petersfield Hangers). This would mean approximately 50% less councillors across the board meaning a broader range of work for those elected.

45/26 Minutes of the meeting of Council of 18th March 2026

Resolved: That the minutes of the Council meeting of 18th March 2026 be approved as an accurate record (proposed by Cllr Olley and seconded by Cllr Smith, with all in favour).

46/26 Matters arising

Cllr A. Smith advised that since the last meeting the Newman Collard Playing Fields Trust had decided to hold an AGM to make changes to the governing scheme and to appoint LPC as sole trustee. It was noted that members of the public were also entitled to vote on this at the AGM. Cllr Smith added that it would be important for LPC to be very clear on what level of support it would provide to the Trust if LPC was not appointed as sole trustee.

47/26 Payments and receipts for the period 1st March 2026 to 31st March 2026

Resolved: That the receipts and payments set out in **Annex D** for the period 1st March 2026 to 31st March 2026, for the Liss Parish Council accounts, be approved (proposed by Cllr Williams and seconded by Cllr Olley, with all in favour).

48/26 Report of the Charities Committee of 30th March 2026

Members noted the minutes.

49/26 Report of the Facilities Committee of 30th March 2026

Members noted the minutes.

50/26 CIL allocation

Resolved: That Council allocate £4,587.86 for the additional path works for the table tennis provision at Liss Forest (proposed by Cllr Olley and seconded by Cllr A. Smith with all in favour).

The Clerk added that this would reduce the unallocated CIL pot from £22,231.60 to £17,643.74, but that a further sum of £28,770.53 was due in as one of the two annual payments from the SDNPA.

51/26 Report of the Planning Committee of 13th April 2026

Members noted the minutes.

52/26 Matters to report

Cllr Williams advised that one issue had arisen earlier in the day at the LPC Cllr Surgery held in the Triangle Community Centre – this would be referred to the LPC lengthsman for resolution.

Cllr Mort advised that barriers from the recent works on Andlers Ash Road had been left on Barnside Way; the Clerk would report to HCC.

Cllr Payne advised that the White Bridge (connecting the Riverside Walk to West Liss) was currently being replaced by EHDC.

The Chair closed the meeting at 19h29.

Date of next scheduled meeting: Monday 18th May 2026, 7pm

Signed:.....Dated:.....

COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

1 APRIL 2026

1. Hampshire Devolution deal is now pending Parliamentary approval

I mentioned in my 2026 Annual Report in March that the Labour Government's decision to delay the Mayoral elections (to 2028) was disappointing and damaging for Hampshire. Hampshire really needs a Mayor to fight its corner.

This month there is a silver lining to report: the devolution of powers and funding to the new Hampshire and the Solent Combined County Authority (HSCCA) is now proceeding. The funding will focus on boosting economic growth and encouraging innovation among local businesses. This is good news for Hampshire.

On 16 March 2026 a statutory instrument (SI) was presented to Parliament, which will legally set up the HSCCA and define its initial responsibilities and how decisions will be made. An Interim Chief Executive, Dr Ruth Adams, has been appointed, with temporary staff to fill key roles including Chief Financial Officer and Monitoring Officer to ensure legal operations. The recruitment of permanent staff has started.

To support the establishment of the HSCCA it will receive 40% of its investment fund each year, together with additional funding to support the HSCCA's internal capability, for the financial years 2026/27 and 2027/28. This approach will support the organisation to set up and take on its new responsibilities. The full investment fund will then be released when a Mayor is elected in 2028, ensuring that the HSCCA is fully resourced to deliver transformative changes across the region. Its main areas of responsibility will include:

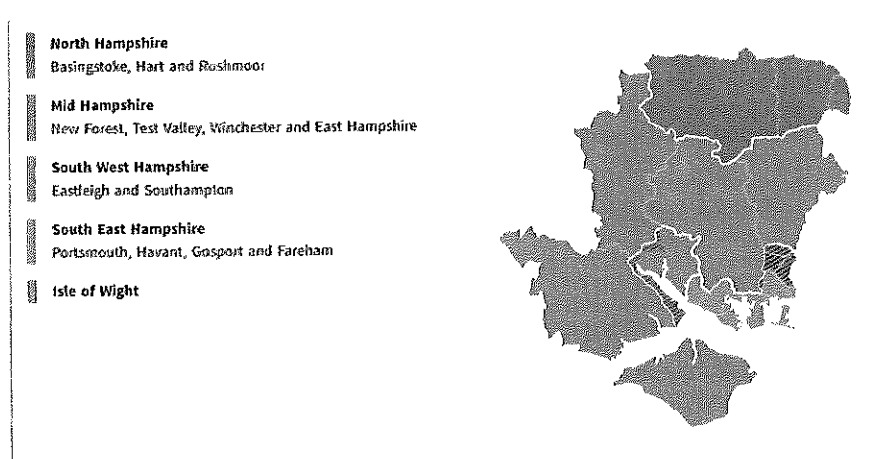
- **Transport:** Responsibility for developing and implementing integrated transport strategies that improve connectivity across the region.
- **Skills and Employment Support:** Authority over adult skills funding, driving upskilling opportunities, and supporting pathways into high-quality employment.
- **Housing and Strategic Planning:** The power to prioritise and deliver new housing developments and support the provision of affordable homes.
- **Economic Regeneration and Development:** The ability to attract and retain national and international investment ensuring the region capitalises on its economic strengths.
- **Environment and Climate Change:** Implement initiatives for the region to reduce carbon emissions, promote sustainability, and protect natural habitats.
- **Health and Wellbeing:** Work closely with local partners to reduce health inequalities and support healthier communities.
- **Public Safety:** Working with Police and Crime Commissioner and the Fire and Rescue Authority, enhance safety by supporting collaborative approaches to emergency planning, community resilience, and crime prevention.

Leaders from Hampshire, Isle of Wight, Portsmouth, and Southampton councils will work together, alongside other board members, on priorities that reflect the needs of local communities.

Councillor Nick Adams-King, Leader of Hampshire County Council, said: “This important legislation now before Parliament will enable our region to shape its own economic priorities, giving us the powers and tools needed to drive growth and improve outcomes for local people. It presents a huge opportunity for local leaders, businesses, and communities to work together to unlock our area’s full potential.”

2. Local Government Reform update

You will probably have seen the reporting in the press about the Government decision to create 4 mainland unitary authorities in Hampshire, as per the below map.



I am disappointed by the Government’s decision. The mid-Hampshire unitary is way too big and diffuse. Setting up the North Hampshire Unitary from scratch, with no anchor authority, will also be extremely expensive and risky. The benefits of LGR will be lower because we will have less opportunities for economies of scale. And in my view the break-up of East Hampshire is not in the interests of the residents of Horndean, Clanfield and Rowlands Castle. Or indeed the rest of East Hampshire.

I do accept that the Government has a right to make this illogical decision, and in Hampshire we will have to do our best to make it work.

3. Green Light for Pulens Lane/Durford Road junction scheme

With this being my final report, it gives me great pleasure to be able to report that the implementation of the safety and traffic-calming scheme at this notorious junction is now imminent. I have discussed the scheme personally with the Leader of Hampshire County Council and he has reassured me that it will be delivered this year.

The scheme, which includes new traffic calming features and drainage upgrades, aims to address longstanding concerns about safety and flooding in the area. The scheme features raised areas of carriageway and a pinch-point at the bridge over Tilmore Brook. As a next step, the project proposal will be considered at the Executive Member for Universal Services Decision Day on 22 June 2026. The contractors should then start in late summer to early autumn 2026.

Ahead of the main works, preparatory drainage activity will take place to clear the existing gullies and the surrounding drainage network. This early work will help prepare the site for permanent drainage

improvements and reduce the risk of local flooding at this location. Residents and local businesses will be kept informed via the dedicated project webpage:

[Pulens Lane Improvements, Petersfield | Transport and roads | Hampshire County Council](#)

4. New process for roadworks notifications

I would like to inform you about a change to the way the Hampshire Highways team notifies local residents and businesses about planned maintenance works.

From today, properties in affected areas will receive a generic A5 sized flyer rather than a bespoke letter to notify them of forthcoming maintenance work in their area. The flyer will direct residents to a new dedicated webpage where they can find the most up to date information about upcoming work in their area. For high impact schemes, custom letters may still be used but this will be by exception.

This change will allow the Highways team to provide information that stays current and can be updated quickly if plans alter - such as changes caused by weather conditions or operational factors. Residents will therefore always have access to the very latest details, including revised dates, timings and traffic management arrangements.

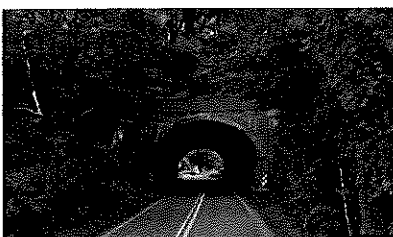
The new approach also delivers a number of other benefits:

- **Improved accuracy:** Online information can be updated immediately, ensuring residents are not relying on printed letters that may become out of date.
- **Efficiency savings:** There will be reduced printing, postage and distribution requirements that will free up resources for delivering more work on the network.
- **Supports digital service transformation:** Most residents now access information online, and this change aligns with our wider move towards more flexible, digital-first communication channels.
- **Environmentally positive:** Using postcards will reduce paper use and waste.

The new process will generally not apply to short-term works, such as surface dressing (where the contractor will continue to deliver letters), or very localised repair work commissioned by the local depots. The website www.one.network will continue to show all roadworks including those undertaken by utilities. For National Highways' network, information will continue to be available on their website at www.trafficengland.com.

At HCC we recognise that a small number of residents may require additional support to access information online. Anyone needing assistance will still have access to the Highways Operation Centre via the standard telephone number.

5. Update on the A272 Bridge repairs



Following last year's extensive repair works to the Victorian bridge on the A272 to the south of Privett, I have been in touch with National Highways and I would like to share some information.

During the works on site, the National Highways contractor Amco Giffen found more defects than were expected. They took some core samples during the works, and it is now evident that the bricks used to build the bridge were of a poor quality. Unfortunately, this means that the bricks are not as durable as one would normally expect. National Highways did look into extending the road closure last year to carry out further works, but the County Council did not allow this. Thank goodness for that. We all remember the traffic problems that occurred due to the poorly implemented diversions.

National Highways do not believe that the remaining defects represent a safety risk to the public. NH are now planning two night shifts at the structure to allow a "laser-point cloud survey" of the structure to be carried out. This will require single-way working under traffic lights with speed limited convoy operation for the safety of the workforce and the travelling public. There is no intention to close the road. There will likely be some minor delays to traffic, but I would agree with NH that traffic lights overnight is the best option to mitigate any delay to the travelling public and maintain a safe working environment.

NH will repeat this laser scan over future years. This will allow them to keep an eye on the repairs carried out and the areas of the structure they believe will require further work. Should they find that we need to return to carry out further works they have promised to let us know well in advance.

6. His Majesty the King visits the South Downs National Park

I was delighted to see my friend Vanessa Rowlands, Chair of the SDNPA, shaking hands with the King on his recent visit to the South Downs to open the new Coastal Path. The visit marks a significant occasion for our National Park and I felt very proud.



7. Thank you and good luck with everything!

It has been a great honour to represent Petersfield Hangers at County for the last nine years. I have many wonderful memories and I am proud of many of our achievements. I wish you all the best with your future projects. I will also be sending my best wishes to my successor as County Councillor; I sincerely hope that it will be someone with strong knowledge of the area and substantial experience in business and local government.

I would like to thank you for all the fantastic work you do in your communities. Your work makes a real difference and I know that it is greatly appreciated by Parishioners. I will be working as a languages teacher in Farnham from September but I will still be living in Petersfield. I look forward to bumping into you all over the coming years.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

Report to Liss Parish Council, 20th April 2026

Although not topical I would like to start by reminding you of the EHDC policy of asset transfer. The District Council is offering community assets that it controls to the local community, usually a parish council.

In the main this appears to me to be an attempt by EHDC to move liability on to the local community. However in some cases it does have merit and I think it is something that you may wish to look at.

The decision on Local Government Reorganise has now been delivered. Assuming it is not drastically altered following the consultation process East Hampshire will be joining Winchester, Test Valley and New Forest. This new unitary council is provisionally called Mid Hampshire.

The southern parishes of East Hampshire will join Portsmouth. Winchester, Test Valley and New Forest will also see some of their parishes joining Southampton or Portsmouth.

This outcome was the least favoured of the options submitted to the government for consideration.

The pros and cons discussion are way beyond a brief councillor report. It should be noted that parish/town councils will not be directly affected. However the removal of the district council tier may well see the role of parish councils changing over time.

The new unitary council will become fully functional (vested) in March 2028. Elections for its council will be held in May 2027. Elections for parish/towns will also be held in 2027. Although the EHDC election would normally have been held too they will not happen. Existing district councillors will stay in post for the extra year until the new unitary takes over.

A reminder that the councillor approved grants scheme is now open. Each councillor will be able to approve grants of up to £2000.00 per project. We will also now be able to help with running costs in certain circumstances. Liss managed to make good use of all the available funds last year. I hope we can do it again this year.

District Councillor Ian James

Report to Liss Parish Council - Monday 20th April 2026**Councillor grants**

- Grants for 2026-27 have reopened at £7,000 per councillor and £129,000 in a central pot for climate related projects.
- Approximately £2,000 committed or promised so far.

Casework, Including

- Blocked road drain in Andlers Ash. HCC say it's not causing a problem for drivers. But it is for residents and pedestrians. Will pursue now that the road works have finished.
- Pedestrian crossing at Limes Close. It's a private road so HCC say it's not their issue. I followed up since there is a pavement both sides and yellow lines painted and have approached the residents' company for more information.

Planning

- The SDNP local plan final draft , known as Reg 19, will be published in the next few months. Any comments about the plan go straight to the planning inspector and will not affect the draft plan.
- Followed up the request about potentially calling in planning applications by speaking to planning officers.
- The final of the new draft NPPF has been published and councillors received a briefing paper of the changes. There are a few improvements and being in SDNP helps us, however there are other aspects which weaken protections,

Other

- -

EHDC business

- I am on a working group reviewing the procurement of software (or anything else really) because the recent new planning system for the non-SDNP area has had installation and usability problems. This working party is due to produce a draft report in May, to go to cabinet.

Local Government Reorganisation

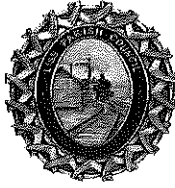
- The configuration of the LGR unitary authorities has been published. Being challenged by Portsmouth Unitary. An option that few councils supported.

Questions?

-

Roger Mullenger, 20th April 2026
roger.mullenger@easthants.gov.uk

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LISS PARISH COUNCIL

Charities Committee Terms of Reference and Membership

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish LPC ("LPC") in May each year.

The Chair and Vice Chair of LPC and the Chairs of the Facilities and Finance Committees will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

Chairship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary.

Co-opted members are not eligible to act as Chair of the Committee.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the LPC's Standing Orders will apply to the Committee (section 4 below refers).

Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chair of the Committee as necessary.

Duties of the Committee

Responsibilities include:

1. All administration and maintenance issues relating to all buildings and land for which LPC is the Sole Trustee of the Charities:
 - a) Liss Village Hall (including the Parish Office) – Charity number 301872
 - b) Liss Recreation Ground (known as West Liss Recreation Ground and includes all assets on the land – the Pavilion, play area and pump track) – Charity number 301871
 - c) Parish Allotments (including the structure at the Lower Green site) – Charity number 237190
 - d) The Newman Collard Playing Fields Trust (including the Pavilion, Men's Shed building, Groundsman's Garage, play areas and tennis courts) – Charity number 301873
 - e) All decisions made are to be made with the individual Charities governing documents and the Charities Act 2011, for the sole benefit of that charity, rather than for the benefit of LPC as a whole.

Governance arrangements

2. Overseeing Newman Collard Playing Fields Trust governance transition arrangements in line with Council Resolution 32/26:
 - a) To act as sole trustee to the Newman Collard Playing Fields Trust (NCPFT) and to work with the Charity Commission, and the current Newman Collard Playing Fields Trust Trustees to achieve the smooth transition from current governance arrangements of NCPFT;
 - b) to liaise with the Charities Commission about setting up a new charity with the same objective should a) not be possible, and in this case liaise with the Charities Commission as to how the assets of NCPFT could be transferred to the new charity;
 - c) to work with the NCPFT to provide interim support, subject to new governance arrangements being approved by the Charity Commission, to ensure that the charity is able meet its health and safety obligations and operate to the minimum legal requirement;
 - d) note the four priorities of the Trust and also note that these priorities will not be binding on LPC as the trustee, should the transfer of responsibility from current governance arrangements occur.
3. Updating existing governance documents and submit the document to the Charities Commission as supplemental to the existing governing documents for approval.

Facilities management

4. Ensuring sound management of all buildings and land and all assets on that land, to include regular risk assessments, annual maintenance programmes as well as more strategic forward-looking plans.
5. Ensuring the smooth transition of the management arrangements for the assets of the Newman Collard Playing Field Trust charity.
6. Adopting all relevant policies approved by LPC where these assist the charities in achieving (and do not contradict) charity aims. These policies will include (but are not limited to):
 - a) Financial Regulations
 - b) Health & Safety
 - c) Anti-fraud and Corruption
 - d) Business Continuity
 - e) Environmental
 - f) Financial Risk Assessment
 - g) Internal Control
 - h) Investment Strategy
 - i) Risk Management
 - j) Social Media
 - k) Standing Orders
 - l) Tree Management

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The Committee will review this list from time to time and may include or exclude LPC policies in accordance with the Charities' governing documents and for the benefit of the Charities.

7. Ensuring asset registers and insurance cover is kept up to date.

Financial management

8. The consideration of an annual operating and capital budgets to include running costs and any items of extraordinary expenditure.
9. The annual review of the schedule of charges and user licences for charities' facilities.
10. The submission of grant applications to Liss Parish Council and other funding bodies to make up any budgetary shortfall.
11. The consideration of any annual or in-year grant funding required for any extraordinary expenditure (unforeseen expenditure or additional works identified) and making applications for that funding to Liss Parish Council and other funding bodies.
12. Oversight of Charities' accounting, to include the periodic review of statements of income and expenditure of account for the Charities Accounts, detailed oversight and reconciliations as set down in LPC's Financial Regulations, periodic review of expenditure and financial control of projects and approval of end of year accounts.
13. The annual appointment of the independent auditor.

Approved by Liss Parish Council under delegated arrangements as set down in Resolution 32/26 and by the Charities Committee on 30th March 2026.

To be review annually.



LISS PARISH COUNCIL

**Facilities Committee
Terms of Reference and Membership**

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish LPC ("LPC") in May each year.

The Chair and Vice Chair of the LPC will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

Chairship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary.

Co-opted members are not eligible to act as Chair of the Committee.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the LPC's Standing Orders will apply to the Committee.

Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chair of the Committee as necessary.

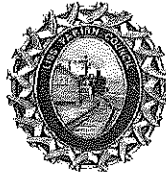
Duties of the Committee

Responsibilities will include:

1. All administration and maintenance issues relating to all LPC owned buildings and lands namely (but excluding land and buildings under charity ownership for which LPC is the Sole Trustee):
 - a. Liss Forest Recreation Ground
 - b. LPC owned land on the Riverside Walk including the disused Military Railway Platform
 - c. Those parts of Newman Collard Playing Fields in the ownership of the LPC
 - d. The Mill Road Community Garden
2. The timely submission of any extraordinary items, and the cost estimates thereof, for inclusion in the annual budget process.
3. Ensuring that all necessary health and safety measures are in place on all LPC managed buildings and property.
4. Ensuring that regular risk assessment checks are carried out in respect of all LPC managed buildings and grounds and thereon.
5. The setting of priorities for funding from Community Infrastructure, Section 106 and other funds for Facilities Initiatives.
6. Oversight of LPC open spaces and environmental projects.

To be adopted by Liss Parish Council on 18th May 2026.

To be review annually.



LISS PARISH COUNCIL

**Finance Committee
Terms of Reference and Membership**

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish Council ("LPC") in May each year.

The Chair and Vice Chair of the LPC and the Chair of the Facilities Committee will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

Chairship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary.

Co-opted members are not eligible to act as Chair of the Committee.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the LPC's Standing Orders will apply to the Committee.

Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chair of the Committee as necessary.

Duties of the Committee

General responsibilities will include:

1. The periodic review of statements of income and expenditure of account for the Main Accounts and any other financial accounts as operated under the umbrella of LPC.
2. The Committee to carry out detailed oversight and reconciliations as set down in LPC's Financial Regulations.
3. The consideration and determination of any applications for grant funding received by LPC.
4. The consideration of draft operating and capital budgets as prepared and presented by the Responsible Financial Officer.
5. The consideration and determination of any extraordinary items of proposed expenditure for which there is budgetary provision.
6. For any major LPC project the periodic review of expenditure and financial control of the project and ensuring that the prioritisation of all projects and bids includes adequate arrangements and resourcing for their delivery.
7. To recommend to Council proposals for social and physical infrastructure provision in the village, in consultation with the community, including:
 - preparing bids for the use of Community Infrastructure Levy, S106 funds and other grant sources, in conjunction with the Facilities and Highways Committees,
 - Assessing bids for use of the Community Infrastructure Levy from organisations and individuals within the village,
 - Proposing priorities for social and physical infrastructure provision in the village as required for inclusion in the Annual Action Plan, and any review of the Liss Parish Plan, the Liss Neighbourhood Plan, or the preparation of similar community documents.

Annual responsibilities will include:

1. To make recommendations to LPC to set the operating and capital budget and to set the precept.
2. The review of the Financial Risk Assessment and recommendation to LPC for approval.
3. The review of the Investment Policy and recommendation to LPC for approval.
4. The review and approval of LPC's Schedule of Charges.
5. The review and confirmation of the LPC's Statement of Internal Control.
6. To make a recommendation to LPC on the appointment of the independent auditor.

To be adopted by Liss Parish Council on 18th May 2026.

To be reviewed annually.



LISS PARISH COUNCIL

Highways, Footpaths and Transport Committee Terms of Reference and Membership

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish Council ("LPC") in May each year.

The Chair and Vice Chair of the LPC will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC to sit in an advisory capacity as required.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

Chairship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary.

Co-opted members are not eligible to act as Chair of the Committee.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in the LPC's Standing Orders will apply to the Committee.

Frequency of Meetings

The Committee will meet a minimum of four times a year. Other Meetings shall be called by the Chair of the Committee as necessary.

Duties of the Committee

Responsibilities will include:

1. Setting priorities for Community Infrastructure Levy ("CIL") and Section 106 ("S106") monies for Transport Initiatives.
2. Consideration and making representation to the appropriate authority, if necessary, any item relating to:
 - a. Roads, road safety and parking.
 - b. Footways including pavements.
 - c. Footpaths including Rights of Way.
 - d. Passenger transport services.
 - e. Any other issue relating to highways, footpaths and public transport
3. Setting priorities for the Lengthsman Scheme.

To be adopted by Liss Parish Council on 18th May 2026.

To be reviewed annually.



LISS PARISH COUNCIL

Planning Committee Terms of Reference and Membership

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Liss Parish Council ("LPC") in May each year.

The Chair and Vice Chair of the LPC will automatically be ex-officio members. LPC may co-opt such other members that are not members of the LPC to sit in an advisory capacity as required.

All members will undertake appropriate training courses organised by SDNP, EHDC or HALC.

Quorum for Meetings

A quorum of the Committee will be one half of its voting members or one fewer than half of its voting members in the event of an uneven number of appointed voting members.

Chairship of the Committee

At the first meeting of the Committee following the Annual Statutory Meeting the first item of business will be to elect a Chair and the Committee may elect a Vice-Chair if necessary.

Co-opted members are not eligible to act as Chair of the Committee.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Frequency of Meetings

The Committee will meet a minimum of once every four weeks. Other Meetings shall be called by the Chair of the Committee as necessary.

Rules of Debate

The rules of debate as set out in LPC's Standing Orders will apply to the Committee.

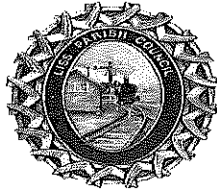
Duties of the Committee

Responsibilities will include:

1. The timely consideration of all planning applications received by LPC and the submission of consultation comments to the Planning Authority.
2. The consideration and response to any planning related consultation received by LPC.
3. The appointment, if required, of a representative to attend and speak for LPC, at any public hearing arising from appeals to the Planning Inspectorate or at any other hearing at the committee of a decision making Authority.
4. The convening of any site meeting that may be required to address planning issues
5. Dealing with any other planning related issue that affects Liss and surrounding areas.

To be adopted by Liss Parish Council on 18th May 2026.

To be reviewed annually.



LISS PARISH COUNCIL
Staff Committee
Membership and Terms of Reference

Membership

Membership will comprise of the Chair and Vice Chair of the Council, the Chair of the Finance Committee and the Chair of the Facilities Committee. Other councillor members may be co-opted from time to time for specific projects, grievance or disciplinary hearings, interviewing or as deemed necessary.

Quorum for Meetings

A quorum of the sub-committee will be three voting Members.

Chairing of the Committee

The Chair of the Committee will be the Chair of the Council or in their absence the Vice Chair.

Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Co-opted members will have voting rights on matters relating to the co-option.

Rules of Debate

The rules of debate as set out in the Council's Standing Orders will apply.

Duties of the Committee

Responsibilities will include:

- The annual review of staff appraisals.
- Annual review of staffing requirements for the upcoming three years with particular reference to future retirements, ill health, succession planning and requests for flexible working.
- The recruitment of staff subject to not increasing the Council's manpower budget without specific reference to Council.
- The agreement of employment contracts.
- The review of staff rates of remuneration.
- The annual review of staffing policies to ensure operational compliance as well as being updated in line with employment legislation.
- The identification of any staff development or training needs.
- Dealing with internal staff grievance and disciplinary matters, dealing with informal staff grievances, informal disciplinary matters and holding formal grievance and disciplinary and appeals including authority to dismiss without prior reference to Council in accordance with legislation and the Council's procedures.

- To make recommendations to the Finance Committee or Council for the provision of any staff training, development, recruitment costs for either budgetary planning or immediate expense as required.

Frequency of Meetings

The Committee will meet a minimum of twice a year. Other Meetings shall be called by the Chair of the Committee as necessary.

To be adopted by Liss Parish Council on 18th May 2026.

To be review annually.

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LISS PARISH COUNCIL - COMMITTEES AND OTHER APPOINTMENTS - 2026/27

		<u>External bodies/Champion</u>	<u>PLANNING</u>	<u>FACILITIES</u>	<u>CHARITIES</u>	<u>FINANCE</u>	<u>HIGHWAYS</u>	<u>STAFF</u>
1	Keith	Budden	Hills to Harbour Rail Partnership	1	1	1	1	1*
2	Sheila	Baldwin	Rake Village Hall, Longmoor Rural Community Partnership, Liss Forest Residents Association	1			1	
3	Rebecca	Crane		1	1		1	
4	Ian	James					1	
5	Donald	Jerrard		1				
6	Chris	Mort				1	1	
7	Clive	Olley	Newman Collard Playing Fields Trustee, Green Projects Working Group, Allotment Working Group	1	1	1		1
8	Paddy	Payne	Crossover Youth Centre, SANG Monitoring	1	1	1	1	1
9	Andy	Smith	Village Centre Improvements lead, Twitter and Instagram & Facebook, Allotment Working Group, Newman Collard Trust	1	1	1	1	
10	Robert	Smith		1	1		1	
11	Selina	Stratford-Tuke		1	1		1	
12	Daniel	Turner						
13	Clayre	Williams	Community engagement lead, Triangle Community Centre, Allotment Working Group, Green Projects Working Group	1	1	1	1	1
			Co-opted Members Sue Halstead & Roger Hargreaves					
	TOTAL		9 (2 non voting)	8	8	6	10	4
	Quorum		3	4	4	3	5	2
	Clerked by		Assistant Clerk	Project Officer	Project Officer	Clerk	Project Officer	Clerk

Appointments to Outside Bodies 2026/27

No. Required

- 3 NCPFT - Clive Olley, Andy Smith & Roger Hargreaves.
- 1 Triangle Community Association - Clayre Williams
EHAPTC - All members entitled to attend.
- 1 Rake Village Hall - Sheila Baldwin
- 2 Liss, Greatham & Hawkey Friendship Fund - Keith Budden & Sandra Berriman
- 1 Crossover Youth Centre - Paddy Payne
- 1 George Street Trust - Maureen Keel
- 2 EHDC Community Forum - All members entitled to attend
- 1 Longmoor Rural Community Partnership Meeting - Sheila Baldwin
- 1 Liss Forest Residents Association - Sheila Baldwin.
- 2 Hills to Harbour Rail Partnership - Keith Budden

External Appointees

Tree Consultant - James-Pieter Berry

Social Media Account Managers

Facebook: Clerk, Assistant Clerk, Andy Smith.

Twitter: Andy Smith

Instagram: Clerk & Andy Smith

Champions

Community engagement: Clayre Williams

Link with local businesses: Selina Stratford-Tuke.

Orchard Champion - Karen Tordoff



LISS PARISH COUNCIL
Standing Orders

Standing Orders in bold contain legal and statutory requirements and so Liss Parish Council "LPC" has adopted these without changing them or their meaning.

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1. RULES OF DEBATE AT MEETINGS

1a Motions on the agenda shall be considered in the order that they appear unless

the order is changed at the discretion of the chair of the meeting.

- 1b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- 1d 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.
- 1e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1f 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.
- 1g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- 1h 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.
- 1i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- 1j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- 1k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- 1l A councillor may not move more than one amendment to an original or substantive motion without the chair's permission.
- 1m The mover of an amendment has no right of reply at the end of debate on it.
- 1n 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.
- 1o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been

amended since they last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- 1p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- 1q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- 1r 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;
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- 1s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- 1t 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 chair of the meeting.
- 2. DISORDERLY CONDUCT AT MEETINGS**
- 2a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the

meeting shall request such person(s) to moderate or improve their conduct.

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

3. MEETINGS GENERALLY

- Full Council meetings ●F
- Committee meetings ●C
- Sub-committee meetings ●S

- F 3a **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.**
- C
- F 3b **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
- F 3c **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.**
- C
- F 3d **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.**
- C
- 3e 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.
- 3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed twenty minutes unless directed by the chair of the meeting.
- 3g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- 3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the

meeting may direct that a written or oral response be given.

- 3i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- 3j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- 3k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- F 3l **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. A person who attends a meeting and reports on that meeting must comply with LPC’s Policy on Filming, Audio-Recording, Photographing and Reporting of Council Meetings.**
●C
- F 3m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
●C
- F 3n **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.**
●C
- F 3o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- F 3p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- F 3q **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.**
●C
●S
- F 3r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**
●C
●S

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

- F 3s **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.

- 3t 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. the names of councillors arriving late or leaving early or absent themselves for part of the meeting;
 - iv. interests that have been declared by councillors and non-councillors with voting rights;
 - v. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - vi. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vii. if there was a public participation session;
 - viii. the resolutions made if a Councillor is absent for six months or more, the Councillor will automatically cease to hold office unless he/she/they have submitted reasons for his/her/their continued absence which are accepted by LPC within that period.

- F 3u **A councillor or a non-councillor with voting rights who has a**
●C **disclosable pecuniary interest or another interest as set out in the**
●S **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

- F 3v **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.** For LPC Council and committee meetings, a quorum will be one half of its voting members. In the event of an uneven number of appointed voting members a quorum of the Committee shall be one half of the voting members rounded down.

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

meeting.

- F 3w **If a meeting is or becomes inquorate no business shall be transacted**
- C and the meeting shall be closed. The business on the agenda for the
- S meeting shall be adjourned to another meeting.

- 3x A meeting shall not exceed a period of two hours unless a majority of members vote to sit for a further period not exceeding half an hour.

4. COMMITTEES AND SUB-COMMITTEES

- 4a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- 4b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- 4c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- 4d 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, subcommittee, advisory group or working group;
 - 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 no later than the day before the meeting that they are unable to attend;
 - vi. shall permit a committee to appoint its own chair at the first meeting of the committee and at each first meeting after the annual council meeting, provided that no member holds chairships of more than two committees;
 - vii. 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;

- viii. shall determine if the public may participate at a meeting of a committee;
 - ix. 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;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend;
 - xi. may dissolve a committee or a sub-committee;
 - xii. any sub-committee or advisory committee or working group comprising a majority of non-councillors shall not have delegated powers;
 - xiii. may determine whether longer notice than the statutory minimum notice set out in Standing Order 15 below, is required; and
 - xiv. shall consider and determine any recommendation to terminate an arrangement for co-option of a particular member.
- 4e With the exception of the Staff Committee, members of the Council not appointed to a committee or sub-committee may attend and, with the permission of the chair, participate in discussion on any item but may not vote.
- 4f The Chair and Vice-Chair of the Council, ex-officio, shall be voting members of every committee and of every sub-committee unless they signify that they do not wish to serve.
- 4g The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council. Non-councillors may take a full part in the discussions of a committee but may not vote.

5. ORDINARY COUNCIL MEETINGS

- 5a **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.**
- 5b **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.**
- 5c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm (LPC meetings generally start 7pm).**
- 5d **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.**
- 5e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

- 5f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- 5g **The Vice-Chair of the Council, if there is one, unless /they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- 5h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- 5i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- 5j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review of representation on or work with external bodies and arrangements for reporting back, review and adoption of appropriate standing orders and financial regulations;

- x. 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;
- xi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- xii. Confirm the time and place of ordinary meetings of the Council up to the end of the calendar year;
- xiii. Approval of the annual Action Plan.

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

- 6a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- 6b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- 6c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- 6d If the chair of a committee does not call an extraordinary meeting within seven days of having been requested to do so by three members of the committee, any three members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- 7a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four 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.
- 7b 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

- 8a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of

votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

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

- 9a 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.
- 9b 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 four clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 9c 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, but shall not alter the meaning of the proposed motion without the proposer's consent.
- 9d 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 four clear days before the meeting.
- 9e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 9f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 9g Motions received shall be recorded and numbered in the order that they are received.
- 9h 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

- 10a 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.

- 11a **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.**
- 11b **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).

- 11c **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.**
- 11d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- 11e Councillors and officers shall not disclose information marked as "exempt" unless and until the meeting at which the information is to be discussed decide that the public and press need not be excluded during its consideration.

12. DRAFT MINUTES

Full Council meetings	●F
Committee meetings	●C
Sub-committee meetings	●S

- 12a 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.
- 12b 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).
- 12c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

- F 12e **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.**
- C
- S
- 12f 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.

- 12g Draft minutes of committees and sub-committees shall be circulated to councillors of the relevant committee or sub-committee for informal comment on their accuracy and shall then be submitted to the full Council for information and comment and consideration of any issue that requires the Council's consent. The accuracy of the draft minutes shall be a matter for the following meeting of the relevant committee or sub-committee.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- 13a All councillors and non-councillors shall observe the code of conduct adopted by the Council.
- 13b Unless they has been granted a dispensation, a councillor or non-councillor with shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 13c Unless they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they 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.
- 13d **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.
- 13e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- 13f 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.
- 13g 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 or at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

13h **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

14a **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.**

14b 14d shall also apply to those with no voting rights.

15. PROPER OFFICER

15a 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.

15b 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 four days before the meeting confirming his/her/their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/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 as a permanent record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;

- xvi. manage access to information about the Council via the publication scheme;
- 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)
- xviii. make available to the press and public all reports to be considered in public by the Council its committees and sub-committees; and
- xix. classify as “exempt” any report or minute or part thereof in respect of which in his opinion the Council committee or sub-committee is likely to exclude the press and public during its consideration.

16. RESPONSIBLE FINANCIAL OFFICER

- 16a 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

- 17a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- 17b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- 17c 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.
- 17d 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 the Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 17e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- 18a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.
- 18b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 18c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders

- (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 18d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 18e. 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

- 19a A matter personal to a member of staff that is being considered by a meeting of the Staff Committee or Council is subject to standing order 11.
- 19b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staff Committee or, if they are not available, the vice-chair (if there is one) of the Staff Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staff Committee at its next meeting.
- 19c The chair of the Staff Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of each member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staff Committee.
- 19d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staff Committee or in their absence, the vice-chair of the Staff Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff Committee.
- 19e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a the member of staff relates to the chair or vice-chair of Staff Committee, this shall be communicated to

another member of Staff Committee, which shall be reported back and progressed by resolution of the Staff Committee.

- 19f 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.
- 19g 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.

- 20a **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.**
- 20b **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.

- 21a The Council may appoint a Data Protection Officer.
- 21b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- 21c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 21d **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.**
- 21e **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.**

21f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

22a 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.

22b No councillor may indicate nor give the impression to the press, other media or public that they are speaking on behalf of the Council without having their proposed comments agreed by the Chair unless they are the authorised lead Councillor on any project. In any other situation a councillor must indicate to the press, media or public that he or she is speaking only in a personal capacity, but is entitled to refer to himself as "councillor". This order does not apply to councillors who have been appointed to manage accounts under the Council's social media policy when using the relevant social media account in accordance with that policy.

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

23a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

24a 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.

24b 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

25a. 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

26a 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.

26b 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 four councillors to be given to the Proper Officer in accordance with standing order 9.

26c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

26d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

27. REVIEW

28a This policy will be reviewed annually or in line with the National Association of Local Council ("NALC") Model Standing Orders.

To be adopted by Liss Parish Council on 18th May 2026.

To be reviewed annually.



LISS PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 18th May 2026.

1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
 - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of Council resources; and
 - produces financial management information as required by the Council.
- 1.6. **The Council must not delegate any decision regarding:**

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

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

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, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall

put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with 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 Finance Committee at least annually in October/November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee.

4.3. No later than October 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 three financial years, 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. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

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

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered

by the Finance Committee in November and a recommendation made to the Council.

- 4.7. Having considered the proposed budget and three-year forecast, 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 December 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 Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the relevant committee or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the Finance Committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
 - in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
 - the Council for all items over £5,000.

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

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

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

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 Lloyds. 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 or relevant committee 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 normally be made by online banking, in accordance with a resolution of the Council or duly delegated committee or a delegated decision by an officer.
- 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 Finance Committee may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Council.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
 - iv. Fund transfers within the Council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting 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 a number of Councillors who may authorise transactions on those accounts. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves. A minimum of two people (Clerk & RFO/ Clerk/ Assistant Clerk/Project Officer/ Chair of Finance) will be involved in any online approval process.
- 7.2. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.3. The 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.
- 7.4. In the absence of the Service Administrator the Clerk or Assistant Clerk shall set up any payments due before the return of the Service Administrator.
- 7.5. Two Councillors who are authorised signatories shall check the invoice details before approving each payment by e-mail.

- 7.6. Evidence shall be retained showing which members approved the payment via e-mail and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.7. A full list of all payments made in a month shall be provided to the next Council meeting and appended to the minutes.
- 7.8. With the approval of the Finance Committee 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 by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance Committee at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the Finance Committee provided that each payment is approved via e-mail by two authorised bank signatories, evidence is retained and any payments are reported to the Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 7.10. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance Committee at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk, Assistant Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. The officer (Clerk/RFO/Assistant Clerk) releasing the payment under the electronic dual authorisation process shall ensure the payment details match.

8. Cheque payments

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

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 Finance Committee. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Finance Committee.
- 9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by any member of staff as approved 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 as soon as possible and intact.

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 staff 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 staff committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Clerk to ensure that the correct payments have been made. The Chair of Finance shall carry out a quarterly check of the payroll.
- 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 and consideration by the Finance Committee. The RFO shall be responsible for the collection of all amounts due to the Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance Committee by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to

the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The Clerk shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.
- 16.2. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with

any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

17. Insurance

- 17.1. The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall take prompt action to ensure cover 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. Charities

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

19. Suspension and revision of Financial Regulations

- 19.1. 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.
- 19.2. 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.
- 19.3. 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 5 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

To be adopted by Liss Parish Council on 18th May 2026.

To be reviewed annually.

GENERAL POWER OF COMPETENCE

Proposed Resolution

“That Liss Parish Council resolves from 18th May 2026, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.”

Background

Section 1 of the Localism Act 2011 provides for a new General Power of Competence (GPC) for councils in England. The General Power is available to parish and town councils which meet conditions of eligibility for the exercise of the power as set out in the Parish Councils (General Power of Competence)(Prescribed Conditions)) Order 2012 (SI 2012/965).

The eligibility criteria are:

- 1) At the time of the resolution is passed, the number of members of the council that have been declared to be elected, whether at ordinary elections or by-election, is equal to or greater than two-thirds of the total number of the members of the council. **LPC currently has 8 members elected in the uncontested elections in May 2023 of a total of 13; the two-thirds requirement is 9. However, advice from HALC (confirmed by the legal team) is that - as we fulfilled the criteria when we adopted GPC after the May 2023 election - then in accordance with legislation we have GPC until the next election in 2027, despite the fact we have now dropped below the required number of elected Councillors. We are still required to make an annual declaration to this effect.**
- 2) The clerk to the parish councils holds:
 - i) The Certificate in Local Council Administration – **The Clerk was awarded this qualification in October 2016;**
 - ii) The Certificate in Higher Education in Local Policy;
 - iii) The Certificate of Higher Education in Local Council administration;
 - iv) The first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualification.

As at 18th May 2026, Liss Parish Council meets the eligibility criteria.

PTO for more information on the benefits.

Benefits

If the council agrees the resolution as tabled that confirms the eligibility criteria has been met, it shall be able an eligible council for the duration of the eligibility period, i.e. it will be eligible to use the General Power from the time that the resolution is passed until the day of the next annual meeting of the council that takes place in a year of ordinary elections. This means the power is held for the duration that the current council is elected. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does).

The GPC allows the council to do anything that individuals generally may do. The power allows the council to act anywhere in the UK and the power to do it for a commercial purpose or otherwise for a charge, or without charge. It is not limited by the existence of any other power of the authority that may overlap. An example would be to extend its services and support into new areas, e.g. taking over the running of a youth club or other community facility.

Restrictions mean that the power cannot be used to alter the political management of the authority, to raise tax or precept, to make byelaws over and above existing powers or to undertake enforcement. There are also limits on charging and on doing things for commercial purposes.

In many cases, councils agree that the GPC do not use the additional powers. However, it is useful to have them so that if the council wishes to undertake an initiative, the legal powers are there to be used.

Sarah Smith

Clerk and Responsible Finance Officer, Liss Parish Council

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Liss Parish Council 2026 Meeting Timetable

Meetings are held in the Liss Village Hall, Hill Brow Road, Liss, Hampshire, GU33 7LA

Liss Parish Council welcomes members of the public to attend our committee meetings

	FULL COUNCIL	FINANCE COMMITTEE	PLANNING COMMITTEE	HIGHWAYS COMMITTEE	FACILITIES COMMITTEE	CHARITIES COMMITTEE	ANNUAL PARISH MEETING	STAFF COMMITTEE
Weekday	Monday	Monday	Monday	Monday	Monday	Monday	Wednesday	
Usual start time	7pm	7pm	7pm	7pm	7pm	7.30pm	7pm	
May	18		11					
June	15	1	8	29				
July	20	27	6		13	13		
August			3					
September	21		7	28				
October	19		5		12			
November	16	23	2			23		
December	14		7					

Meeting Timetable for 2026 is correct at time of going to print on 26th November 2025. Liss Parish Council reserve the right to amend, cancel or arrange extra meetings, as and when required. Please check our website for the most up-to-date information: www.lissparishcouncil.gov.uk or contact the Parish Office by phoning: 01730 892823 or emailing: clerk@lissparishcouncil.gov.uk or assistantclerk@lissparishcouncil.gov.uk.

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Date: 06/05/2026

Liss Parish Council Current Year

Page 1

Time: 15:52

Cashbook 2

User: SARAH

BUS Instant 07410075

Payments made between 01/04/2026 and 30/04/2026

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
27/04/2026	Treasurers Acc. 00110939	Top Up	20,000.00			200	20,000.00	Top Up
Total Payments:			20,000.00	0.00	0.00		20,000.00	

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Treasurers Acc. 00110939

Payments made between 01/04/2026 and 30/04/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
02/04/2026	Hampshire Grounds Limited	BACS	696.00		116.00	4235 200	580.00	Grass Cutting NC/LF/MR - March
02/04/2026	Tesco	DEBIT CARD	3.30			4055 150	3.30	Tea Bags for Office
02/04/2026	Amazon	DEBIT CARD	21.08		3.51	4106 150	13.32	Wireless Mouse
						4090 150	4.25	Subject Dividers
02/04/2026	Amazon	DEBIT CARD	9.55		1.60	4090 150	7.95	Monthly Dividers
08/04/2026	Coomers	BACS	14.98		2.50	4245 200	12.48	Yellow Marker Spray
09/04/2026	Cloudy IT	DD	72.00		12.00	4080 150	60.00	Rialtas Cloud License - April
09/04/2026	BT	DD	336.05		56.01	4075 150	280.04	Phone & Internet
09/04/2026	Amazon	DEBIT CARD	15.99		2.67	4245 200	13.32	Fertiliser for Mill Rd Orchard
13/04/2026	Public Works Loan Board	DD	4,516.00			6005 600	4,516.00	Pavilion Loan Repayment
13/04/2026	Public Works Loan Board	DD	0.10			6005 600	0.10	Pavilion Loan Repayment
15/04/2026	RBS Rialtas	BACS	1,323.60		220.60	4080 150	1,103.00	Annual Support & Maintenance
15/04/2026	HALC	BACS	1,321.00			4120 150	1,321.00	HALC & NALC Fees 2026/27
15/04/2026	Meraii Beedle Legal	BACS	45.00			4055 150	45.00	Land Registry Fee - NC
15/04/2026	Travis Perkins	BACS	48.83		8.14	4205 200	40.69	Wheelbarrow
15/04/2026	Zurich Municipal Insurance	BACS	501.66			4210 200	501.66	Zurich Municipal Insurance
16/04/2026	Timber Windows Southern	BACS	250.00			6150 700	250.00	Holding Deposit pre Survey
						387	-250.00	Holding Deposit pre Survey
						6000 700	250.00	Holding Deposit pre Survey
16/04/2026	Elan City	BACS	46.84		7.81	6150 700	39.03	SID Mounting Bracket
						368	-39.03	SID Mounting Bracket
						6000 700	39.03	SID Mounting Bracket
16/04/2026	Sage	DD	20.40		3.40	4080 150	17.00	Payroll Software - April
16/04/2026	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office
16/04/2026	Amazon	DEBIT CARD	6.89		1.15	4090 150	5.74	Key Tags
16/04/2026	Hampshire County Council	DEBIT CARD	120.10			4300 210	120.10	Hanging Basket Consent
17/04/2026	Amazon	DEBIT CARD	6.10		1.02	4245 200	5.08	Signage - NC
20/04/2026	Landall	DD	47.92		7.99	4080 150	39.93	Copier Use - March
20/04/2026	LLOYDS BANK	DD	8.50			4009 150	8.50	Bank Charges

Subtotal Carried Forward:

9,433.09

0.00

444.40

8,988.69

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
20/04/2026	Amazon	DEBIT CARD	12.00		2.00	4245 200	10.00	Signage - NC
20/04/2026	Amazon	DEBIT CARD	12.34		2.06	4245 200	10.28	Allotment lock
23/04/2026	Amazon	DEBIT CARD	7.50		1.25	4245 200	6.25	Signage - NC
23/04/2026	Amazon	DEBIT CARD	7.50		1.25	4245 200	6.25	Signage - NC
26/04/2026	Elan City	BACS	191.90		31.98	6150 700	159.92	SID battery x 2
						368	-159.92	SID battery x 2
						6000 700	159.92	SID battery x 2
27/04/2026	Charities	BACS	1,294.12			106	1,294.12	VAT Return Q4 Reimburse
27/04/2026	Cloudy IT	DD	1,222.20		203.70	4106 150	1,018.50	New laptop
27/04/2026	Timpson	DEBIT CARD	19.00		3.17	4245 200	15.83	Keys - NC
28/04/2026	Veolia ES (UK) Limited	DD	148.20		24.70	4250 200	123.50	Waste - NC
29/04/2026	Salaries	BACS	8,708.98			4000 150	8,708.98	April Salaries
29/04/2026	HMRC	BACS	2,838.38			4000 150	2,838.38	TAX & NI - April
29/04/2026	Hampshire Pensions	BACS	2,824.20			4005 150	2,824.20	Pension Contributions - April
29/04/2026	Asda	BACS	78.06		13.01	4215 200	65.05	Fuel
29/04/2026	Liss Garage Services	BACS	56.05		0.20	4210 200	55.85	Land Rover MOT
29/04/2026	PBA Consulting Solutions	BACS	66.00		11.00	4246 200	55.00	HB & ASC Treatment RW - April
29/04/2026	Timber Windows Southern	BACS	8,679.87		1,488.31	6150 700	7,191.56	Deposit - VH Windows
						387	-7,191.56	Deposit - VH Windows
						6000 700	7,191.56	Deposit - VH Windows
29/04/2026	Amazon	DEBIT CARD	2.10		0.35	4090 150	1.75	Monthly Dividers
Total Payments:			35,601.49	0.00	2,227.38		33,374.11	

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06/05/2026

Liss Parish Council Current Year

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Cashbook 2

User: SARAH

BUS Instant 07410075

Receipts received between 01/04/2026 and 30/04/2026

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked 02/04/2026		1,589.85						
	CCLA		1,589.85		1081	100	1,589.85	Dividends - March 26
Banked 09/04/2026		35.18						
	Lloyds Bank		35.18		1080	100	35.18	Bank Interest
Banked 17/04/2026		22,548.13						
	HMRC		22,548.13		105		22,548.13	VAT Reclaim Q4
Banked 23/04/2026		28,770.53						
	South Downs National Park Auth		28,770.53		1077	100	28,770.53	LPC CIL
					339		28,770.53	LPC CIL
					6001	100	-28,770.53	LPC CIL
Banked 27/04/2026		191,476.00						
	East Hants District Council		191,476.00		1076	100	191,476.00	Precept Payment 1
Total Receipts:		244,419.69	0.00	0.00			244,419.69	

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06/05/2026

Liss Parish Council Current Year

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Cashbook 1

User: SARAH

Treasurers Acc. 00110939

Receipts received between 01/04/2026 and 30/04/2026

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 27/04/2026	20,000.00						
Top Up	BUS Instant 07410075	20,000.00				205	20,000.00	Top Up
Total Receipts:		20,000.00	0.00	0.00			20,000.00	

LPC Action Plan 26/27

Budgetary provision and public consultation: This document sets out the various actions contained within the LPC Action Plan 2026/27 and sets out corresponding budgetary provision and details of public consultation which helped to inform the actions.

Managing risk: The majority of projects included on the Action Plan for 26/27 have budget provision in place and do not require external funding. Those projects which do require external funding are flagged as such. External sources of investment, including SDNPA CIL will be sought to reduce the financial burden to LPC where possible. Risk to public money is managed by adhering to LPC Financial Regulations.

Delivery timeframe: Committees/ Project Leads will set their own timeframes for milestones in project delivery. All actions to be completed within the financial year 2026/27, unless stated/ongoing. A mid-year review will be carried out in November 2026.

LPC ACTION PLAN 26/27	BUDGET/FUNDING	CONSULTATION	UPDATE
Ongoing actions			
Maintain, improve and promote the use of recreation grounds, open spaces, the Village Hall and Liss Pavilion.	Adequate budget provision for staffing and delivery. Specific budget provision for buildings maintenance, play equipment repairs and inspection, grounds costs etc. Sums ringfenced in reserves for future buildings and grounds projects.	Recreation Strategy - April 2022 - Liss Parish Council	
Maximise income through increased rental from hirers, InPost and food vans.			
Comment on all planning applications which fall within or impact on the Parish.	Adequate budget provision for staffing and delivery.		
Represent the views and promote the interests of the parish of Liss, particularly in relation to East Hampshire District Council, the South Downs National Park Authority, Hampshire County Council and local government re-organisation.	Adequate budget provision for staffing and delivery.		
Engage with the community (parishioners, local businesses, community groups and organisations in Liss) and maintain an up-to-date website and social media presence in the village, in line with the Community Engagement Policy.	Adequate budget provision for staffing and delivery.		

Listen, investigate and respond to issues identified by the parish of Liss and, if appropriate, signpost to the correct person/ organisation for resolution/ further progression.	Adequate budget provision for staffing and delivery.		
Work with and support local groups to improve local facilities, the environment and the social and economic wellbeing of the community.	Adequate budget provision for staffing and delivery. LPC in-year grants pot to support local groups.		
Deliver speedy and transparent decisions through full meetings of the Council, supported by appropriate committees and working groups.	Adequate budget provision for staffing and supporting decision making by Council.		
Maintain good financial practices, ensuring transparency and value for money.	Adequate budget provision for staffing and delivery.		
Identify and secure sources of funding to advance LPC priorities.	Adequate budget provision for staffing and delivery.		
Promote training, induction and ongoing support for staff and councillors.	Adequate budget provision for staffing and delivery. Training budget in place.		
Maintain good governance, including adhering to relevant Silver (previously Quality) benchmarks and striving towards Gold Status of the Local Council Award Scheme.	Adequate budget provision for staffing and delivery.		
Fulfil responsibilities as Sole Trustee to three Charities: (West) Liss Recreation Ground (Charity number 301871), Village Hall; (Charity number 301872) and Parish Allotments (Charity number 237190).	Adequate budget provision for staffing and delivery as sole trustee to the three charities.		
Compile, review and update LPC policies as and when necessary, in line with legislative requirements.	Adequate budget provision for staffing and delivery.		
Decide priorities for the use of CIL funds allocated directly to LPC, drawing on previous and future community engagement and accessing other sources of investment, including SDNPA CIL.	Twice yearly LPC CIL payments received directly from SDNPA.		

Key projects			
Highways Priorities Explore options for highways improvements with Hampshire County Council, in particular on Andlers Ash Road and Forest Road.	Adequate budget provision for staffing and supporting project delivery. Make use of the Community Funded Initiatives Scheme (*HCC) and other external funds for delivery as the detail of schemes are developed.		
Facilities priorities <u>Recreation</u> Install a table tennis table at Newman Collard Park and Liss Forest Recreation Ground.	Funds allocated to deliver table tennis at Newman Collard and Liss Forest.	Liss Forest residents' questionnaire Liss Forest Rec Vision January 2026.pdf Newman Collard Playing Fields vision January 2026.pdf Recreation Strategy - April 2022 - Liss Parish Council	
Environmental Contribute to nature recovery through green space projects to enhance biodiversity and protect the environment, including: - the installation of 27 bird and 15 bat boxes across LPC managed sites. - clearance works to the woodland to the rear of Liss Forest Recreation Ground. - working with EHDC, other partners and the Riverside Walk volunteer group to assist with the general management of the Riverside Walk.	EHDC Councillor grant funding received for 'wildlife' hotels. Funds allocated in budget and reserves ringfenced for grounds projects as well as more specific projects such as green space and allotment improvement works. Use of local volunteers.	Liss Forest residents' questionnaire	
Charities priorities			

<p>Governance Agree supplementary governing documents for (West) Liss Recreation Ground, Village Hall and Parish Allotments with the Charity Commission.</p>	<p>Adequate budget provision for staffing and supporting project delivery.</p>	<p>Newman Collard Playing Fields Trust AGM May 2026</p>	
<p>Administration and running of the Newman Collard Playing Fields Trust prior to formal transfer of the management responsibility.</p>	<p>Adequate budget provision for staffing and supporting project delivery.</p>		
<p>Buildings Complete all 'urgent' works to the Village Hall and Pavilion in line with the Building Condition Surveys carried out in September 2025. Start work on 'necessary' areas.</p>	<p>Use of funds from buildings maintenance budget/council reserves.</p>		
<p>Carry out the re-decoration of interior of the Pavilion</p>	<p>Funds allocated from Council budget.</p>		
<p>Consider further actions to work towards achieving Net Zero in the Village Hall and Pavilion, improving the quality and performance of the buildings by making them more energy efficient and environmentally friendly, e.g. through glazing improvements at Liss Village Hall.</p>	<p>LPC CIL funds ringfenced for environmental improvement projects. Focus Green grant awarded for energy efficiency survey. HCC Parish & Town Council Investment Fund awarded for energy efficiency measures.</p>		
<p>Allotments Continue the improvement programme to enhance the allotment sites by re-marking plots at Kelseys and Lower Green.</p>	<p>Use of funds from allotment improvement earmarked reserves budget.</p>	<p>Allotment working paper March 2025 189974-meeting_papers.pdf</p>	
<p>Environmental Contribute to nature recovery through green space projects to enhance biodiversity and protect the environment, including: - the move towards rewilding Fernhills East allotment site and returning Princes Bridge allotment site to wetland.</p>	<p>LPC CIL funds ringfenced for environmental improvement projects.</p>	<p>Allotment working paper March 2025 189974-meeting_papers.pdf</p>	
<p>Village Centre enhancement Engage with partners (e.g. Hampshire County Council, East Hampshire District Council, South</p>	<p>Adequate budget provision for staffing and supporting project delivery.</p>		

Downs National Park Authority and Network Rail) and residents regarding the enhancement of the village centre.	LPC CIL funds ringfenced for village centre improvement project to provide match funding for grant applications. Some S106 funds awarded. Additional and significant external funding will be required for delivery.	Liss Village Centre Master Plan - Liss Parish Council	
Pursue funding for the railway platform extension.	Significant external funding will be required for delivery.	Liss Village Centre Master Plan - Liss Parish Council	

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LISS PAROCHIAL CHURCH COUNCIL

(charity registration number 1128279)

St Mary's church office, Station Road, Liss GU33 7AQ
Email: lissparish@gmail.com; Telephone: 01730 892552

The Clerk, Liss Parish Council, Village Hall, LISS
And
Cemeteries Dept, East Hampshire District Council, PETERSFIELD

29th April 2026

PROPOSED CLOSURE OF CHURCHYARD AT ST PETERS CHURCH, WEST LISS AND DISCONTINUATION OF BURIALS THEREIN.

I enclose completed Ministry of Justice forms B(i) and B(ii) notifying the Councils that we are applying to the Ministry of Justice for an Order in Council to discontinue burials in this churchyard, and therefore if the Order is granted then we shall request the Councils to take over responsibility for the maintenance of the churchyard.

The formal reason for closure is that "there is no proper room for new graves". A cursory inspection will show a number of apparently empty spaces between marked graves. In fact these spaces contain unmarked graves and we have commissioned the Archaeological Society to confirm this by means of a ground radar survey. The results of this survey are available to you if required.

As to future maintenance, we would be handing over the churchyard in "good" condition. We submit that this responsibility will not be onerous as the churchyard is immediately adjacent to the EHDC cemetery.

Please will the respective Councils complete Question B4 and return the form to us within one month. Any questions can be directed to the undersigned.

Yours faithfully

Michael Oakley
For the PCC Finance Committee



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Part B(i)

Notice of intention to apply to transfer maintenance responsibility

(To be sent to the appropriate Town / Parish council or parish meeting)

In the event that an Order in Council is made to discontinue burials in

ST PETERS CHURCH, WEST LISS

churchyard,

LISS

Parochial Church Council

hereby gives notice of its intention to request

LISS

Town / Parish council or parish

meeting (delete as applicable) to take over maintenance responsibility for the churchyard in accordance with the provisions of section 215 of the Local Government Act 1972.

Signed (Secretary of PCC):

[Handwritten signature]

Date:

30.4.2026

B1 The grounds for closure* are (PCC to ✓ as appropriate):

a) There is no proper room for new graves.

b) Further burials would be contrary to decency.

c) Discontinuance of burials would prevent or mitigate nuisance

d) Further burials would constitute a health risk

e) Other

Additional information regarding the reasons for discontinuing burials is / is not attached

* Grounds (a) to (d) have been agreed by the Ministry of Justice, Church of England and local government representative organisations as potential grounds for justifying closure.

B2 The churchyard contains (PCC to ✓ as appropriate):

war graves

earth graves with space for the burial of additional family members

vaults/walled graves with space for additional burials

graves reserved by faculty

B3 The overall condition of the churchyard is:

G o o d

NB: Please use one of the definitions provided below.

Further information covering the churchyard's pathways, walls and fences, memorials and trees is set out in the attached document.

B4 Does the Council / ~~chairman of the parish meeting~~ have any objections to the closure of the burial ground, on the grounds given above at B1:

Yes No

The council / chairman of the parish meeting should now return this form to the Parochial Church Council explaining, if necessary, why it is considered that the burial ground should not be closed under the grounds given at B1

Definitions for overall churchyard condition for Question B3.

Good	The churchyard is in an acceptable condition for the maintenance responsibility to be transferred. The trees, walls and fences are in a reasonable state of repair, and the monuments have been assessed for safety within the last 2 years.
Fair	The churchyard and/or the trees, walls and fences require some attention, but no major work, restoration or clearance. For example the trees might need trimming, some repairs might be required to the walls or fences, and/or the memorials may not have been assessed recently or are known to include some which need to be made safe.
Poor	The churchyard requires capital investment or essential repairs or restoration work.

