

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

T: 01924 893794
E: enquiries@normantontowncouncil.co.uk



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

W: normantontowncouncil.co.uk

To all members of Normanton Town
Council

Our ref: DJ/hs
Date: 9th May 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 14th May 2024** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

Annual Meeting of Normanton Town Council
Tuesday 14th May 2024 at 6.30pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
001.	Election of Mayor To appoint the Mayor for the 2024/25 municipal year. Upon confirmation of the appointment, the Mayor will sign the declaration of acceptance of office.	
002.	Election of Deputy Mayor To appoint the Deputy Mayor for the 2024/25 municipal year. Upon confirmation of the appointment, the Deputy Mayor will sign the declaration of acceptance of office.	
003.	Prayers The Mayors Chaplain will lead the Council in prayers.	
004.	Mayor's Announcements To receive any announcements the Mayor may wish to make.	
005.	Apologies for Absence To receive apologies for absence.	
006.	Declarations of Interest To receive members declarations of interest.	
007.	Public Session To receive questions and comments from members of the public. Please refer to the rules for public session.	
008.	Minutes of Meetings Council To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 9 th April 2024 (Minute Numbers 168 - 180; Pages 75 - 78).	A

	<p>Events Committee To receive the minutes of a meeting of the Events Committee held on Monday 8th April 2024 (Minute Numbers 056 - 062; Pages 35 - 39).</p> <p>Property Committee To receive the minutes of a meeting of the Property Committee held on Monday 29th April 2024 (Minute Numbers 030 - 045; Pages 10 - 12).</p> <p>Finance Committee To receive the minutes of a meeting of the Finance Committee held on Tuesday 30th April 2024 (Minute Numbers 055 - 066; Pages 19 - 24).</p> <p>Allotments Committee To receive the minutes of a meeting of the Allotments Committee held on Wednesday 1st May 2024 (Minute Numbers 061 - 073; Pages 35 - 40).</p> <p>Staffing Committee To receive the minutes of a meeting of the Staffing Committee held on Tuesday 7th May 2024 (Minute Numbers 47 - 56; Pages 15 - 17).</p>	<p>B</p> <p>C</p> <p>D</p> <p>E</p> <p>F</p>
009.	<p>Review of Committees and Working Groups To consider a report on the Town Council's Committees and Working Groups.</p>	G
010.	<p>Nominations to Committees and Working Groups To consider nominations to Committees and Working Groups.</p>	H
011.	<p>Scheme of Delegation and Terms of Reference To review the delegation arrangements and Terms of Reference as detailed in the enclosed report.</p>	I
012.	<p>Nominations to Outside Bodies To consider nominations to outside bodies.</p>	J
013.	<p>Review of Standing Orders To review the Council's Standing Orders.</p>	K

014.	<p>Councillors with Special Responsibilities To review the appointment of Councillors with special responsibilities as set out in Financial Regulations.</p>	L
015.	<p>Review of Policies and Procedures To review the following policies/procedures: Complaints Procedure Freedom of Information Procedure Information and Data Protection Procedure Press & Media Policy Recording at Meetings Policy Website & Social Media Policy Rules for Public Session</p>	M N O P Q R S
016.	<p>Council Meeting Dates 2024/25 To approve the list of proposed Council meeting dates for 2024/25.</p>	T
017.	<p>Arrangements with Local Authorities and other bodies To review and confirm that the Town Council does not have any arrangements or agreements with any other local authority, not for profit body or business.</p>	
018.	<p>Confirmation of Insurance Cover To confirm the Town Council's insurance cover is in place. Insurance Policy: AJG Community Schemes Insurer: Hiscox Policy Number: 8308622 Effective Date: 1st April 2024 Expiry Date: 31st March 2025</p>	
019.	<p>Review of Memberships & Subscriptions To review the Town Councils memberships and subscriptions to other bodies.</p>	U
020.	<p>Review of Expenditure under S137 To confirm that no expenditure was incurred under Section 137 of the Local Government Act 1972.</p>	
021.	<p>Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.</p>	

022.	<p>Town Clerk's Report To receive a verbal report from the Town Clerk on any ongoing matters, for information only.</p>	
023.	<p>External Organisations To receive updates from members who attend external organisations.</p> <p>Notes of the PACT Meeting 18th April 2024</p>	V
024.	<p>Outside Bodies To receive updates from Council representatives on Outside Bodies.</p>	
025.	<p>Vacancy in the Altofts Ward To receive an update on a vacancy in the Altofts Ward following the resignation of David Appleyard.</p>	
026.	<p>Financial Matters To consider the list of invoices due for payment in May 2024.</p> <p>To receive the list of payments made under the Clerks Authority in April 2024.</p> <p>To receive the Bank Reconciliation for March 2024.</p> <p>To receive a correction report on invoices paid in January, February and March 2024.</p>	<p>To Follow</p> <p>To Follow</p> <p>To Follow</p> <p>W</p>
027.	<p>Planning To consider the planning applications on the previously circulated validated lists, plus any other lists that are received before the meeting.</p> <p>024 - Validated Applications - 15.04.2024.pdf 026 - Validated Applications - 22.04.2024.pdf 028 - Validated Applications - 29.04.2024.pdf 030 - Validated Applications - 07.05.2024.pdf</p>	

NORMANTON TOWN COUNCIL**MINUTES OF A MEETING OF NORMANTON TOWN COUNCIL**

Held on Tuesday 9th April 2024 at 6.30pm at Normanton Town Hall

Present: Councillor C Appleyard – Mayor
Councillor E Blezard
Councillor A Bones – Deputy Mayor
Councillor M Jennings
Councillor H Jones
Councillor F Marchant
Councillor P Marchant
Councillor L Masterman
Councillor B Mayne
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor P Sampson
Councillor A Samuels
Councillor R Seal
Councillor D South
Councillor K Wilson, JP

Donna Johnston – Town Clerk & RFO
Rev Alan Murray – Mayors Chaplain

Absent: Councillor D Appleyard
Councillor S Hudson
Councillor J Medford
Councillor J Pritchard
Councillor M Rowley

168. Prayers

The Mayors Chaplain led the Council in prayers.

169. Mayors Announcements

The Mayor reported that she recently attended the Rotary Club Technology Tournament and said it was a fantastic event and that Outwood Academy Freeston had done very well.

170. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors D Appleyard, S Hudson, J Medford, J Pritchard and M Rowley.

171. Declarations of Interest

There were no declarations of interest recorded.

172. Members of the Public

There were no members of the public present who wished to ask questions.

173. Minutes of Meetings**A Council**

RESOLVED that the minutes of a meeting of Normanton Town Council held on Tuesday 12th March 2024 (Minute Numbers 151-167; Pages 69-74) be received as a true record and signed by the Mayor.

B Allotments Committee

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 13th March 2024 (Minute Numbers 050-060; Pages 30-34) be received.

174. Reports from District Councillors

There were no District Councillors present to provide a report.

175. Town Clerk's Report

The Town Clerk reported on the following matters:

- Haw Hill Park Cycle Track – No updates.
- Canoe Takeaway – No updates.
- Time limits in car parks – No updates.
- Safety on Wakefield Road – Comments from the public passed to District Councillors.
- Shop Radios – An apology was received following a previous misunderstanding.
- Woodhouse Business Centre roof – Comments from the public passed to District Councillors. There are ongoing discussions regarding the future of the site.

- Town Hall damp – inspected by Robertson’s and an update is awaited.
- Hanging Basket Locations – still no update on the testing of the columns. If there is no response by 22nd April then an order will be placed on the basis of last year’s quantities.
- A number of hanging basket brackets have required relocation due to column changes at a cost of £189.00 + VAT through First Impressions.
- Annual Town Meeting will be held on Wednesday 8th May from 4pm – 7pm in the form of a coffee and information event.
- Allotment Break Ins – A number of sites have been targeted with some sites being hit four times in recent weeks.
- Welbeck Planning Appeal – The hearing will take around six days at the beginning of June.
- A portrait of King Charles III had been requested from the Government and is now on display in the Council Chamber. There was no cost for the portrait.

RESOLVED that the report be received.

176. External Organisations

The Well Project

The Easter Egg hunt had gone very well with over 380 eggs given out. Volunteers are needed for all aspects of the service.

Funds are running low for the foodbank.

Volunteers recently tidied up and litter picked the Wakefield Council depot car park on Altofts Road.

RESOLVED that the report be received.

177. Outside Bodies

RESOLVED that the Town & Parish Council Liaison Group Minutes from 26th March 2024 be received.

Freeston Foundation

It was reported that the discussions regarding the sale and development of Pingle Field were still progressing.

RESOLVED that the report be received.

178. Financial Matters

- A** RESOLVED that the list of invoices due for payment in April 2024 totalling £26,332.89 (£24,888.92 + £1,443.97 VAT) be approved.

A copy of the list of accounts for payment can be found at Appendix 1.

- B** RESOLVED that the list of payments made under the Clerks Authority in March 2024 totalling £11,433.50 (£11,306.61 + £126.99 VAT) be approved.

A copy of the list of payments made under Clerks Authority can be found at Appendix 2.

- C** RESOLVED that the Bank Reconciliation for February 2024 showing a balance of £255,184.64 be received.

179. Insurance Renewal

RESOLVED that the Town Councils insurance policy be renewed with A J Gallagher and a long-term agreement of three years be accepted at a premium of £4,329.24.

180. Planning

RESOLVED that the planning applications on the previously circulated validated lists be received.

[017 - Validated Applications - 12.03.2024.pdf](#)

[018 - Validated Applications - 20.03.2024.pdf](#)

[020 - Validated Applications - 02.04.2024.pdf](#)

[022 - Validated Applications - 08.04.2024.pdf](#)

In the absence of any further business, the Mayor thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL**MINUTES OF THE EVENTS COMMITTEE**

Held on Monday 8th April 2024 at 1.00pm at Normanton Town Hall

Present: Councillor C Appleyard
Councillor E Blezard - Chairman
Councillor M Jennings
Councillor H Jones – Vice Chairman
Councillor P Mayne
Councillor T Morgan
Councillor C Parsons
Councillor J Pritchard
Councillor P Sampson

Donna Johnston – Town Clerk
Helen Senior – Admin Officer
Councillor A Bones – Observer

Absent: Councillor D Appleyard
Councillor S Hudson
Councillor F Marchant
Councillor J Medford
Councillor D South
Councillor K Wilson, JP

056. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor D Appleyard, Councillor S Hudson, Councillor F Marchant, Councillor J Medford, Councillor D South and Councillor K Wilson, JP.

057. Declarations of Interest

There were no declarations of interest recorded.

058. Minutes

RESOLVED that the minutes of a meeting of the Events Committee held on Monday 4th March 2024 (Minute Numbers 048-055; Pages 32-34) be received as a true record and signed by the Chairman.

059. Events in 2024Security

- TD Events to be booked for Party @ Haw Hill Park at a cost of £1,206.00 + VAT.
- TD Events to be booked for Gala Day at a cost of £864.00 + VAT.
- TD Events to be booked for the Christmas Lights Switch On at a cost of £168.00 + VAT.

Litter Collection

- Streetscene to be booked for Party @ Haw Hill Park at a cost of £1,385.79 + VAT plus tipping costs at £222.05/tonne.
- Streetscene to be booked for Gala Weekend at a cost of £1,921.75 + VAT plus tipping costs at £222.05/tonne.
- Streetscene to be booked for the Christmas Lights Switch On at a cost of £332.10 + VAT plus tipping costs at £222.05/tonne.
- A meeting with Streetscene to be arranged to discuss Gala Weekend requirements.

Traffic Management

- Think TM to be booked for Gala Weekend at a cost of £2,864.00 + VAT.
- Think TM approved for Remembrance Sunday at a cost of £996.00 + VAT.
- Think TM to be booked for the loan of 3 road closed signs for the Christmas Lights Switch On at no cost.
- Following a competitive testing of the market, a three-year agreement with Think TM for traffic management was approved.

First Aid

- Mediquas to be booked for Party @ Haw Hill Park at a cost of £468.00 + VAT.
- Mediquas to be booked for Gala Weekend at a total cost of £1,209.00 + VAT.
- Mediquas to be booked for Halloween in Normanton at a cost of £157.00 + VAT.
- Mediquas to be booked for Remembrance Sunday at no cost.
- Mediquas to be booked for the Christmas Lights Switch On at a cost of £263.25 + VAT.

Free Parking

The following free parking dates would be requested from Wakefield Council via the District Councillors:

- Saturday 14th September 2024 for Gala Day.
- Saturday 21st September 2024 for the Flower Show.
- Saturday 21st December 2024 for Christmas Shopping.

Mayor Making

- Long Service Awards are to be presented to serving Town Councillors from 10 years of service, and every 5 years thereafter.
- Awards will be purchased at a maximum cost of £50.00 each out of the Mayors Allowance. The Town Clerk is delegated authority to purchase the required gifts.
- Those receiving the awards will be given a choice from a limited selection of commemorative gifts.
- Flowers to be purchased from Calli-Fleur at a cost of £35.00 each for the outgoing Mayor and Mayoress, incoming Mayor, and incoming Deputy Mayor and Deputy Mayoress.
- A small gift is to be purchased for the incoming Consort at a cost of up to £35.00.

Party @ Haw Hill Park

- A three-year agreement with MB Audio Visual for the stage hire was approved at a cost of £3620.00 + VAT for 2024, £3801.00 + VAT for 2025 and £3991.05 + VAT for 2026.

Summer Band Concerts

- The Town Clerk was delegated authority to book the concert dates with Altofts and Normanton Brass Band based on the band's availability at a cost of £250.00 per concert.

Gala Weekend

- Fuse Fireworks to be booked at a cost of £6,250.00 + VAT for a twenty-minute display.
- A three-year fixed price agreement with Fuse Fireworks for the evening fireworks display including the addition of 50 x 2" shells in the finale, free of charge, was approved.
- It was agreed that there was no budget for commemorative t-shirts and those taking part in the Gala will be asked to wear something appropriately themed instead.

- Local rugby teams will be contacted regarding the involvement of their mascots either in the parade or at the Gala.

Talk & Slide Show

- The Talk and Slide Show will take place on Tuesday 24th September at 7:00pm at All Saints Church.
- A donation of £100.00 will be given to the presenter towards costs.
- The Town Clerk was delegated authority to purchase refreshments including tea, coffee, juice, and biscuits.

Christmas Lights Switch On

- Altofts & Normanton Brass Band to perform at a cost of £75.00.

Flower & Vegetable Show

- National Chrysanthemum Society membership to be renewed and medals purchased at a total cost of £74.00.
- National Dahlia Society membership to be renewed and medals purchased at a total cost of £57.00.
- National Vegetable Society membership to be renewed and medals purchased at a total cost of £33.60.

060. Gala Entertainment 2025

Members reviewed the Gala entertainment booked for 2025 and gave consideration to the proposed arena schedule.

RESOLVED that the draft running order be agreed, and no further arena entertainment be booked.

061. Events Committee Budget 2023/24

Members reviewed the Events Committee budget for the 2023/24 financial year which showed:

Total Income £ 4,533.22

Total Expenditure £ 56,572.23

RESOLVED that the Events Committee budget be received.

062. Draft Events Committee Budget 2024/25

Members reviewed the draft Events budget for the 2024/25 financial year which showed budgeted expenditure of £67,920.00 and committed expenditure of £26,975.50.



RESOLVED that the draft Events Committee budget be received.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL



MINUTES OF THE PROPERTY COMMITTEE

Held on Monday 29th April 2024 at 1:00pm at Normanton Town Hall

Present: Councillor A Bones – Vice Chairman
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor A Samuels
D Johnston – Town Clerk

Absent: Councillor E Blezard
Councillor S Hudson
Councillor H Jones
Councillor P Sampson
Councillor K Wilson, JP

030. Apologies for Absence

RESOLVED that apologies for absence be recorded on behalf of Councillor E Blezard, Councillor S Hudson, Councillor H Jones, Councillor P Sampson and Councillor K Wilson, JP.

031. Declarations of Interest

There were no declarations of interest recorded.

032. Minutes

RESOLVED that the minutes of a meeting of the Property Committee held on Tuesday 30th January 2024 (Minute Numbers 018-029; Pages 7-9) be received as a true record and signed by the Chairman.

033. Bookings Update

Members were reassured to see that bookings levels for both the Woodhouse Community Centre and Normanton Town Hall were increasing.

RESOLVED that an update on bookings at Normanton Town Hall and Woodhouse Community Centre be received.

034. Income Received

RESOLVED that a report on donations from building users showing income of £668.20 for Normanton Town Hall and £372.00 for Woodhouse Community Centre, be received.

035. Property Committee Budget 2023-24

RESOLVED that the Property Committee Budget showing income of £1,065.20 and expenditure of £58,058.55 be received.

036. Incidents and Accidents

It was reported that there had been no accidents or incidents in the current year and three previously reported accidents in 2023.

RESOLVED that a report on incidents and accidents be received.

037. Martyn's Law

RESOLVED that a briefing note on the implications of Martyn's Law at Council managed buildings be received.

038. Town Hall – Window Cleaning

RESOLVED that the window cleaning contract be awarded to Wipe Clean for the next three years (or until prices are increased) at a cost of £120.00 per visit.

039. Town Hall - Building Control Inspection

RESOLVED that the report of the Building Control Officer following the refurbishment of the Town Hall be received and arrangements be put in place to ensure that the outstanding works are completed as soon as possible.

040. Town Hall – Health & Safety Report

RESOLVED that the Health & Safety report for the Town Hall from Citation be received, and the recommendations be reviewed at the next meeting.

041. Town Hall – Installation of Fused Spur

RESOLVED that a quote for the installation of a fused spur for the water boiler in the ground floor Served kitchen be approved through Innova Electrical at a cost of £200.00 + VAT.

042. Woodhouse Centre - Fire Alarm System

RESOLVED that the recommendations for repairs required on the fire alarm system at Woodhouse Community Centre be approved through Chubb at a cost of £532.03 + VAT.

043. Woodhouse Centre – Burglar Alarm

RESOLVED that a quote for the maintenance of the Burglar Alarm system be approved through Chubb at a cost of £374.07 + VAT.

044. Woodhouse Centre – Health & Safety Report

RESOLVED that the Health & Safety report for the Woodhouse Community Centre from Citation be received, and the recommendations be reviewed at the next meeting.

045. Woodhouse Centre – Decoration

RESOLVED that a quote for the redecoration of the Woodhouse Community Centre be approved through RCW Building Maintenance at a cost of £2,495.00 + VAT.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL**MINUTES OF THE FINANCE COMMITTEE**

Held on Tuesday 30th April 2024 at 1:00pm at Normanton Town Hall

Present: Councillor A Bones
Councillor B Mayne – Chairman
Councillor P Mayne
Councillor P Sampson
Councillor R Seal – Vice-Chairman
Councillor K Wilson, JP
D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
Councillor M Jennings
Councillor H Jones
Councillor J Pritchard

055. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillor E Blezard, Councillor M Jennings, Councillor H Jones, and Councillor J Pritchard.

056. Members Declarations of Interest

There were no declarations of interest recorded.

057. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Wednesday 6th March 2024 (Minute Numbers 038-054; Page Numbers 11-18) be agreed as a true record and signed by the Chairman.

058. Budget Review 2023/24

Members considered the budget at the end of the 2023/24 financial year.

It was noted that there were some small overspends in some areas of the budget, however these could be easily absorbed by budget savings elsewhere within the budget.

It was reported that income was £358,483 against a budget of £346,821 and expenditure was £351,977 against a budget of £406,794.

The opening balance at the start of the 2023/24 financial year was £219,709 which was made up of earmarked reserves of £99,691 and a general reserve of £120,018.

The closing balance at the end of the financial year was £226,216 which was made up of earmarked reserves of £81,124, a general reserve of £132,303 and a contribution to reserves for 2024/25 of £12,788.

In accordance with proper practices, members reviewed the general and earmarked reserves to ensure that a general reserve of around three months net revenue expenditure was maintained.

The earmarked reserves were agreed as follows:

Elections	£25,000.00
Community Centre Repairs & Renewals	£20,000.00
Town Hall Refurbishment	£35,000.00
Community Infrastructure Levy	£3,688.37
Allotments	£20,000.00
Small Grants	£674.58
Talking Newspaper	£2,559.26
Mayors Allowance 23/24	£284.55
Mayors Appeal 23/24	£4,497.91
Deposits Held	£65.00
IT / Website	£5,000.00
Town Hall Repairs & Renewals	£10,000.00
National Events	£9,500.00
	£136,269.67

The general reserve is therefore £89,946.00 which represents 3 months net revenue expenditure in line with the Practitioners Guide.

RESOLVED that the budget report be received and the earmarked and general reserves be agreed.

059. Internal Audit Report

The report of the internal auditor following the end of the 2023/24 financial year was circulated.

There were nine recommendations:

1. That improvements are made to the budget document to demonstrate how all income and spending plans come together taking into account the opening and closing balances, general and earmarked reserves and how this is linked to the level of precept to be levied.
2. That the reasons for any variances in excess of 15% are recorded in the council minutes with the proposed action of how any overspends will be met.
3. That the General Reserves Policy be updated to reflect the calculations for general reserves as per requirements of the Governance and Accountability Practitioners Guide.
4. That all reserves (general and earmarked) be reviewed and justified regularly (i.e. at least annually) and as part of the budget setting process.
5. That the asset register be updated to reflect all current fixed assets and equipment in use by the council at purchase or nominal value. Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded in a register for audit purposes. Consideration should be given to developing an Asset Register and Disposal Policy which includes a valuation policy for all fixed assets, and which reflects the requirements of the Governance and Accountability Practitioners Guide.
6. That the council ensures that the compliance requirements of Financial Regulation 14.6 be implemented (review of assets annually).
7. That the accounting statements be reviewed by the RFO and updated accordingly prior to submission to council members for formal approval.
8. That the council fully complies with the requirements of the Local Government Data Transparency Code.
9. That the Publication Scheme be published on the Town Council website.

The Council notes the recommendations and makes the following comments:

Point 4 – all reserves are reviewed annually, usually in April once the financial year end has been completed. The Council will carry out this task as part of the budget setting process.

Point 5 – the Council has stated that it is in the process of reviewing the entire asset register to ensure compliance with the Practitioners Guide. This is an ongoing piece of work and will be completed in time for the next audit.

Point 7 – The RFO has raised a query with the Yorkshire Local Councils Associations to clarify the advice given by the internal auditor in relation to the accounting statements.

RESOLVED that the Internal Audit Report be received.

060. Quarterly Internal Audit Checks

RESOLVED that the Internal Audit Checklists for Q3 and Q4 of the 2023/24 financial year be received.

It was noted that the debit card payments from January were missed from the list that was reported to Council. A supplementary list will be circulated to the next available meeting of Council.

061. External Audit

Due to the queries raised with the Yorkshire Local Council's Association, the draft external audit documents were not available for review.

These would be presented to the next available meeting of Council.

062. Budget 2024/25

RESOLVED that the budget report for the 2024/25 financial year showing the previous year's budget, current year's budget and next year's budget be received.

063. HP Instant Ink

RESOLVED that the Instant Ink subscription continue with HP at a cost of £15.41 + VAT per month.

This expenditure is affordable from within the printing budget.

064. IT Infrastructure and Support

RESOLVED that a report on IT infrastructure and support be received and that:

- i) Interest be expressed with Pro-Logic for the Dark Web Scan service.
- ii) The price increase from Pro-Logic be noted.
- iii) Further information be obtained for a gov.uk domain name.
- iv) Canva be renewed at a cost of £99.99 for the year.
- v) The PDF Escape Subscription be upgraded to ultimate to enable e signatures to be used on council documents at a cost of around £71.00 dependant on exchange rates.

This expenditure is affordable from within the IT Software budget.

065. Hanging Baskets

A report was circulated on the hanging baskets and the ongoing difficulties with column testing being carried out by Wakefield Council / Amey.

It was reported that the planned expansion of the baskets could not go ahead this summer until the position with column testing was clarified.

It was noted that there was now a change of £21 per basket for relocations through First Impressions and nine baskets had been relocated already at a cost of £189.00.

There were 8 locations currently available without sponsors but if existing columns fail, they will be needed to relocate existing sponsors as a priority.

No new sponsors would be allocated until the current sponsors are dealt with.

RESOLVED that the report be received, and the position be reviewed for Spring 2025.

066. Mayors Appeal

It was reported that the Mayor had raised over £4,000.00 for her chosen good causes.

This would be distributed to the Alice Bacon Trust, Prince of Wales Hospice, Royal British Legion, Normanton Scouts, Altofts Scouts and The Well Project.

RESOLVED that the Town Clerk be delegated authority to distribute the funds, in consultation with the Mayor, subject to the payments being listed at the next available meeting of Council before being paid.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL



MINUTES OF THE ALLOTMENTS COMMITTEE

Held on Wednesday 1st May 2024 at 11:00am at Normanton Town Hall

Present: Councillor M Jennings
 Councillor B Mayne
 Councillor P Mayne – Chairman
 Councillor T Morgan
 Councillor C Parsons
 Councillor M Rowley
 Councillor R Seal
 D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard
 Councillor P Marchant
 Councillor A Samuels – Vice-Chairman

061. Apologies for Absence

RESOLVED that apologies for their inability to attend be recorded on behalf of Councillor E Blezard, Councillor P Marchant and Councillor A Samuels.

062. Declarations of Interest

There were no declarations of Interest recorded.

063. Minutes

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 13th March 2024 (Minute Numbers 050 - 060; Pages 30 - 34) be received as a true record and signed by the Chairman.

064. Vacancies and Waiting Lists

An update was provided on plot vacancies and waiting lists:

SITE	VACANCIES	WAITING LIST
Cypress Road	0	21
Edward Street	0	0
Ellins Terrace 1	10	16
Ellins Terrace 2	7	18

Gilcar Street	0	9
Gladstone Street	0	23
Heys Buildings	3	20
Newland Lane	1	21
Norwood Street	1	17
Station Road	N/A	N/A
The Grove	0	7
Wentworth Terrace	6	22
TOTAL	28	174*

*There are 90 people on the waiting list as some applicants have applied for more than one site.

It was noted that some applicants have requested to be added to the list but are not currently wishing to take on an allotment. This distorts the waiting list figures and creates additional work for Site Secretaries and staff.

Moving forward, if an applicant informs us that they are not ready to take on an allotment, they will be removed from the waiting list and advised to re-apply when they are ready.

RESOLVED that the report be received.

065. Requests from Tenants

RESOLVED that the following requests be considered, and responses provided:

ET1-A

Second skip provided in accordance with decision made at the meeting on 13th March 2024.

Cost £216.66 + VAT through Pickup Skips.

ET2-82 and ET2-83

Request to add additional tenant due to ill health.

This request was agreed due to the long-standing tenancy and excellent gardening record. Contact would be made with the family to establish who should be the main tenant moving forward.

GS051

Structure request APPROVED
 Greenhouse 10' x 6'
 Materials – Aluminium and Polycarbonate
 Base – Paving slabs.

HB034

Skip request

APPROVED

The tenant has requested a midi skip to dispose of a derelict shed on the plot which they have recently taken over.

The Committee agreed to provide a MAXI skip in order for the tenant on HB042 to dispose of some of their waste following the demolition of their shed at the Site Secretary's request.

Cost £216.66 + VAT through Pickup Skips.

Should a second skip be required, the Town Clerk will have delegated authority to order an additional skip subject to review of the waste by the Property Officer.

HB002

Structure request

APPROVED

Poly Tunnel 12' x 7'

Materials – Aluminium and plastic

Base – Soil.

This application is to be queried with the tenant as they have terminated their tenancy and left the poly tunnel in position.

HB030

Structure request

APPROVED

Greenhouse 6' x 8'

Materials – Aluminium and glass

Base – Soil.

NS009

Skip Request

APPROVED

The new tenant has requested a maxi skip to remove an old greenhouse from the plot which they have recently taken over.

Cost £216.66 + VAT through Pickup Skips.

066. Newland Lane Fence

It was reported that the damage to the fence has been raised with Wakefield Council for insurance purposes – reference CAS-464042-P7G0H0.

RESOLVED that the report be received.

067. Allotments Committee Budget 2023-2024

RESOLVED that the Allotments Committee Budget for the 2023-2024 financial year showing income of £8,608.70 and expenditure of £8,922.43 be received.

The underspend against budget of £4,077.57 would be earmarked for future capital expenditure on the allotments.

068. Newland Lane Maintenance

Members considered a request for the payment of an annual Maintenance Fee to Newland Lane Allotments.

This was an anomaly dating back to the previous site agreements before the Town Council took ownership of the sites.

Members did not feel that it was appropriate to treat sites differently and could not support the continuance of the maintenance payment.

RESOLVED that the request for the maintenance payment be declined.

069. Gladstone Street – Tree Removal

Members considered quotes for the removal of trees at Gladstone Street Allotments.

RESOLVED that the tree at the gate and the large tree on plot 16 be removed by KB Tree Services and Landscaping at a cost of £800.00 + VAT.

070. Heys Buildings – Fencing

Members considered quotes for the installation of 64' of paladin mesh fencing to the rear of the residential access path on Armstrong Close. This was to prevent unauthorised access to the site following a spate of break ins.

RESOLVED that 1.8m high green mesh fencing be installed by Barkers Fencing at a cost of £1300.00 + VAT.

071. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that the following items be discussed in private due to the Councils data protection responsibilities.

072. Allotment Issues**Cypress Road**

- None.

Edward Street

- Land disposal still progressing.

Ellins Terrace 1

- Tree at entrance gate requires light pruning – to be carried out by NTC staff.
- Quotes for replacement gates being obtained.
- Quotes for Japanese Knotweed being obtained.
- Site viewing with representative from National Allotment Society to look at an ongoing cultivation issue.

It was noted by the NAS representative that the tenant was struggling to keep all of their plots under control.

It was noted that many of the plots are in a poor state of cultivation and not complying with the rules and regulations of the allotments. It was suggested that a meeting should be held with all tenants to impress upon them the need to properly cultivate the gardens in order to protect them for future generations.

Ellins Terrace 2

- None.

Gilcar Street

- None.

Gladstone Street

- Quotes for the removal of trees have been obtained.
- Concrete structure built – stop notice issued and structure request sent.

Heys Buildings

- Fencing quotes have been obtained.
- Liaison with contractor for the removal of the greenhouse.
- Liaison with new Site Secretary.

Newland Lane

- Quotes for replacement gates being obtained.

Norwood Street

- Allocated a plot to a new tenant.
- Overgrown plots identified and letters to be sent.

- Greenhouse in need of demolition (skip to be provided) and broken glass to be removed by Property Officer.

Station Road

- None.

The Grove

- One plot allocated – site now full.

Wentworth Terrace

- Check on broken fence panel – appears to have been repaired.

General

- Following the last meeting – 16 letters have been sent to applicants and complainants.

073. Complaints

There were no complaints, but a compliment had been received regarding a tenant at Heys Buildings Allotments who had been very helpful to a neighbouring resident. The positive feedback would be passed back to the tenant.

RESOLVED that the report be received.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE**

Tuesday 7th May 2024 at 1.00pm at Normanton Town Hall

Present: Councillor A Bones
Councillor S Hudson
Councillor B Mayne
Councillor P Mayne – Chairman
D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard – Vice-Chairman
Councillor H Jones

47. Apologies for Absence

RESOLVED that apologies for their inability to attend be received on behalf of Councillor E Blezard and Councillor H Jones.

48. Declarations of Interest

There were no declarations of interest.

49. Minutes

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 13th February 2024 (Minute Numbers 36-46; Pages 12-14) be received as a true record and signed by the Chairman.

50. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that the following items are taken in private due to the confidential nature of the information to be discussed.

51. Flexitime and Time Keeping

A report was circulated on Flexitime and TOIL.

It was reported that the Town Clerk had reduced her flexitime balance from 248 hours to 145 hours over the past twelve months, but that this was having an impact on workload.

The Town Clerk left the room while members considered how to manage the additional unpaid hours.

RESOLVED that the Town Clerk be paid for 100 hours at her current rate and that the remaining balance of 45 hours would continue to be used as flexitime by the end of March 2025.

Members considered the TOIL built up by the Admin staff, specifically for overtime worked at events and were asked to re-consider the Town Council's policy on the payment of overtime which was not in accordance with the green book conditions for council employees. The TOIL was having an impact on staffing levels within the office which made it difficult to keep up with the workload.

RESOLVED that the Administrative staff would receive the appropriate rate of pay, as set out in the green book for all overtime worked at events, that being time and a half on Saturdays and double time on Sundays. All existing TOIL balances must be utilised within the next three months.

52. Sickiness and Absence

A report was circulated which set out sickness and absence levels which were minimal and well within policy guidelines.

RESOLVED that the report on sickness and absence be received.

53. Annual Leave

A report was circulated on annual leave booked and remaining in the current holiday year.

RESOLVED that the report on annual leave be received.

54. Training

A report was circulated on training booked and budget remaining. It was noted that only £30 was spent on staff training with the remainder of the training opportunities coming through Scribe and Atlas which were included in the costs of the service.

RESOLVED that the training report be received.

55. Workload

A report was provided on workload which highlighted the additional work required in dealing with Financial matters and Committee work.

Some of this was as a result of the new procedures recommended by the Internal Auditor.

It was noted that workload remained high and staff flexi / TOIL was not helping the situation.

Members were reminded that the independent staffing review had recommended that an additional 24 hours were required within the office to provide support with events and property. The Staffing Committee had appointed a Property Officer for up to 10 hours per week which still left a shortfall of 14 hours per week.

The workload would continue to be kept under review over the course of the next three months and a further report would be brought to the next meeting of the Staffing Committee.

RESOLVED that the workload report be received.

56. Staffing Committee Budget

The Committee reviewed the budget position at the end of the 2023/24 financial year and noted expenditure of £149,339.31 which was a saving against budget of £6,060.69.

RESOLVED that the budget report be received.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

**NORMANTON TOWN COUNCIL
ANNUAL MEETING OF COUNCIL**
Tuesday 14th May 2024

REVIEW OF COMMITTEES AND WORKING GROUPS

The Town Councils Committees and Working Groups currently consist of:

1. Allotments Committee
 - a) Allotments Working Group
2. Consultation Working Group
3. Events Committee
4. Finance Committee
5. Property Committee
6. Staffing Committee

The Talking Newspaper has now been brought back into the Town Council's control and therefore a new Liaison Group would need to be established to enable liaison with the various volunteers.

The Finance Committee would retain overall control of the Talking Newspaper budget although they have an earmarked reserve which was raised from donations, not the precept.

It is also suggested that the Allotments Working Group be re-named as a Liaison Group as it is not strictly speaking a working group.

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

T: 01924 893794
E: enquiries@normantontowncouncil.co.uk

W: normantontowncouncil.co.uk

NOMINATIONS TO COMMITTEES AND WORKING GROUPS 2024

Allotments Committee and Allotments Working Group

The Committee has TEN members, meaning a quorum of FOUR

1	Carol Appleyard
2	Mark Jennings
3	Paul Marchant
4	Brian Mayne
5	Pam Mayne (Chairman)
6	Tracy Morgan
7	Cliff Parsons
8	Megan Rowley
9	Ash Samuels (Vice-Chairman)
10	Roy Seal

Events Committee

This Committee has FOURTEEN members, meaning a quorum of FIVE

1	Carol Appleyard
2	Elaine Blezard (Chairman)
3	Alison Bones
4	Steven Hudson
5	Mark Jennings
6	Hazel Jones (Vice-Chairman)
7	Fiona Marchant
8	Pam Mayne
9	Tracy Morgan
10	Cliff Parsons
11	Josie Pritchard
12	Megan Rowley
13	Paul Sampson
14	Keith Wilson

Finance Committee

This Committee has TEN members, meaning a quorum of FOUR

1	Elaine Blezard
2	Alison Bones
3	Mark Jennings
4	Hazel Jones
5	Brian Mayne (Chairman)
6	Pam Mayne
7	Josie Pritchard
8	Paul Sampson
9	Roy Seal (Vice-Chairman)
10	Keith Wilson

Property Committee

This Committee has NINE members, meaning a quorum of THREE

1	Elaine Blezard
2	Alison Bones (Vice-Chairman)
3	Hazel Jones
4	Brian Mayne (Chairman)
5	Pam Mayne
6	Cliff Parsons
7	Paul Sampson
8	Ash Samuels
9	Keith Wilson

Staffing Committee

This Committee has SIX members, meaning a quorum of THREE

1	Elaine Blezard (Vice-Chairman)
2	Alison Bones
3	Steven Hudson
4	Hazel Jones
5	Brian Mayne
6	Pam Mayne (Chairman)

Talking Newspaper Working Group

1	Alison Bones
2	Hazel Jones (Chairman)
3	Fiona Marchant (Vice-Chairman)
4	Julie Medford
5	Cliff Parsons
6	Ash Samuels

NORMANTON TOWN COUNCIL

SCHEME OF DELEGATION

Incorporating Committee Terms of Reference

This Scheme of Delegation forms part of the Council's Standing Orders and Financial Regulations.

This Scheme of Delegation sets out how the Council delegates some of its powers and duties to the Town Clerk and other officers within the Council.

This Scheme of Delegation authorises the Committees and sub-Committees of the Council to act within the delegated authority in the specific circumstances detailed.

This Scheme of Delegation will be reviewed by the Town Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

Version History:

001	4 th December 2023	Created
002	8 th May 2024	Reviewed & Updated

Document Status: Adopted 12th December 2023

Date of review: 14th May 2024 (To be reviewed annually at the Annual Council Meeting)

1. DISCHARGE OF THE SCHEME

- 1) This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 2) One of the purposes of the document is to clearly define the parameters within which officers of the Council are able to act without reference to either their line managers or Council members.
- 3) Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 4) Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 5) The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various Committees. This element of the scheme incorporates the Terms of Reference of the Committees.
- 6) This Scheme of Delegation is in accordance with Normanton Town Council's Standing Orders.

2. THE POWER TO DELEGATE

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities

- 1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee, or an officer of the authority, or (b) by any other local authority.
- 2) Whereby virtue of this section any functions of a local authority may be discharged by a Committee of theirs, then, unless the local authority otherwise directs, the Committee may arrange for the discharge of any of those functions by a sub-Committee of the authority, then unless the local authority or the Committee otherwise direct, the sub-Committee may arrange for the discharge of any of those functions by an officer of the authority.

- 3) Any arrangements made by a local authority or Committee under this section for the discharge of any functions by a Committee, sub-Committee, officer, or local authority shall not prevent the authority or Committee by whom the arrangements are made from exercising those functions.
- 4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint Committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
- 5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. OFFICER'S CONFLICTS OF INTERESTS

- 1) Under the Local Government Act 1972, section 117; Officers must make a formal declaration about Council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk and/or Chairman of the Council.
- 2) Where an employee is unsure whether an interest should be declared, they should speak to the Town Clerk and/or Chairman of the Council in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in disciplinary action being taken which could lead to dismissal.
- 3) Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council subject to the provisions contained within their contracts of employment.
- 4) All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 5) Where an officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an officer except with the prior approval of the Town Clerk and/or Chairman of the Council. Any approval granted by the Town Clerk and/or Chairman of the Council shall be formally recorded in the Council minutes.

Where such approval has been granted for the officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

4. COUNCIL RESERVED POWERS AND SAFEGUARDS

- 1) Each Committee has delegated authority to decide matters within their terms of reference as incorporated within this delegation scheme except for the following matters, which are to be resolved only by the Full Town Council:
 - To appoint the Chairman and Deputy Chairman of the Town Council.
 - To amend and re-adopt the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council adopted policies and procedures.
 - Approval of the budget and setting the precept.
 - Approval of the Annual Return and Audit of Accounts.
 - Considering the external auditor's report made in the public interest.
 - To determine the Council's Corporate Priorities.
 - To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
 - Filling of any vacancies occurring on any Committee of the Council during the Council year.
 - To adopt the schedule of meetings for the ensuing year.
 - Declaring the eligibility of the General Power of Competence (to be confirmed by a resolution subject to satisfactory criteria met).
 - Adopting and revising the Council's code of conduct.
 - Approving any grant or financial commitment exceeding £5000.00.
 - Addressing any recommendations in any report from the internal or external auditors.
 - Appointment or nominating of Council representatives to outside bodies.
 - Agreement to take on new, including devolved, services, subject in all cases to a fully costed business plan, to be recommended by the relevant Committee.
 - To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by members of the Council in respect of authorised or approved duties.
 - To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
 - To determine any matters referred to it by a Committee in accordance with Standing Orders.
 - Approval of borrowing.
 - To determine matters which do not fall within the remit of any Committee.
 - To receive statutory reports from the Town Clerk/Responsible Financial Officer.
 - To consider all other matters which must, by law be considered by the Full Town Council.

- 2) The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or officer.
- 3) In accordance with the Standing Orders, the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months either by a special motion, bearing the names of at least three councillors, or by a motion moved in pursuance of the recommendation of a Committee or a sub-Committee.
- 4) Members will be advised by the Clerk whether or not a particular item under
 - a. discussion is within the Committee's (or sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED." If it is not, then the minutes will show the decision as "RECOMMENDATION." The Clerk will then add the recommendation to the next Full Town Council meeting agenda where the item can be discussed in full by the Town Council and voted on and ratified by members.
- 5) In any case where a Committee (or sub-Committee) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision-making. A power delegated does not always have to be exercised.

5. DELEGATION TO COMMITTEES AND SUB-COMMITTEES

- 1) The following matters are delegated to the Council's Committees and sub-Committees to make decisions on behalf of the Council. The delegated decision-making by Committees and sub-Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee, so far as is legally permissible, they are deemed the acts and proceedings of the Council.
- 2) The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 3) Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 4) The members of a Committee may include non-councillors unless it is a Committee which regulates and controls the finance of the Council. The appointment of non-councillors will be on a strictly non-voting basis. Where authority has been delegated to a Committee to appoint non-councillors this will be included within the Committee's terms of reference.

- 5) The Council and each Committee are authorised to establish sub-Committees and working groups and to appoint advisers as and when necessary to assist in its work:
 - a) A Committee can arrange for the discharge of any of its delegated powers to a sub-Committee. The delegated powers will be decided by the Committee at the time it is formed detailing the delegated powers. The collective decision-making responsibilities in the Committee and sub-Committee are limited by the terms of reference of the parent Committee.
 - b) The appointment of members to a sub-Committee shall comprise of members appointed to the parent Committee. The chairman of a Committee or sub-Committee may be elected by the Committee from among its members.
 - c) The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers.
 - d) The Committees shall be:
 1. Events
 2. Finance
 3. Staffing
 4. Property
 5. Allotments
- 6) Committees will be formed by means of a Committee preference form circulated prior to the annual meeting. Each councillor will be required to indicate which Committee they would like to serve on. Where more than enough members apply for a Committee, a ballot will take place at the meeting. The Council shall formally appoint councillors to Committees by a formal resolution of the meeting and the names shall be recorded in the minutes having considered the results of the Committee preference forms.
- 7) Appointment of councillors (or non-councillors) to Committees, sub-Committees and working groups shall continue on an annual basis until the next annual Council meeting held in May.
- 8) Definition of “Oversee” in regard to the Scheme of Delegation for each Committee:
 - ‘To monitor and supervise the responsibilities of officers for a given area and provide instruction or direction, or recommendations to officers when appropriate. This will include Committees receiving appropriate reports and information from officers in order to make informed decisions.’

EVENTS COMMITTEE

Membership: Fourteen Town Councillors with voting rights.

Quorum: Five Town Councillors with voting rights.

Non-Councillors: None currently appointed.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to consider, plan, organise, oversee, and promote events on behalf of the Town Council or supported by the Town Council and this shall include the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To oversee the co-ordination of community events including, Mayor Making, Party @ Haw Hill Park, Civic Sunday, Normanton Gala, Talk & Slide Show, Flower & Vegetable Show, Halloween Event, Remembrance Sunday, Christmas Lights Switch On, Children's Christmas Party, Christmas Celebration and other events agreed by the Committee in accordance with the agreed budget.
- 5) To promote events, entertainments, the arts, recreational and tourism matters by or on behalf of the Town Council and in liaison or partnership with external bodies and in consultation with the delegated Events officer/Town Clerk who will be the lead person/organiser of each event on behalf of the Town Council.
- 6) To have delegated authority to use external sources for any or all parts of each event in relation to health and safety, promotion, and publicity.
- 7) To invite non-voting participants such as various local groups and organisations to the meetings as and when required.
- 8) To consider an annual programme of events to be held or supported by the Town Council with detailed budget requirements for each event identified, and to provide a report to the Finance Committee for consultation on the annual event programme as part of the budgeting requirements for the following financial year.
- 9) To oversee Event Management and Control:
 - a) **Responsible Officers:** In the absence of the Council's delegated officer, the Chair of the Events Committee or representative will take remedial action if advised of an unsatisfactory arrangement or situation by an officer with responsibilities. E.g., Police, Fire, Medical Services, Emergency Planning, Environmental Health, Highways, Safety, Security, Traffic and Transport officers.

- b) **Unacceptable Situations:** This applies to any situation which could arise relating to traffic management, crowd control, public order, illegal activities, hazards relating to Health & Safety and public well-being or to ensure that the Council complies with legislation relating to any event where the Council may exercise control.
- c) **Liaison Meetings:** In the absence of the delegated Events officer, the Chair of Events may give undertakings during liaison meetings (prior to the event day) with officers as outlined above relating to potential situations described above, which may arise at a future date, where expenditure may be incurred in amelioration and providing that any potential additional costs to the Council have been agreed with the relevant officer prior to that meeting.
- d) **Urgent Action:** On the event day, remedial action available to the Chair of Events arising as a result of conditions in situations outlined above, will include down-scaling, curtailing or cancellation of the event or any other action necessary within the resources available for that event (e.g. redeployment or contracting of staff).
- e) **Advice:** The Committee may make recommendations to the Council's delegated Events officer/Town Clerk which must be taken into consideration.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and its sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.

- 4) To authorise expenditure in accordance with the Financial Regulations and Committee-allocated budget.
- 5) To receive details of event expenditure incurred by an officer with delegated authority in accordance with the Financial Regulations.
- 6) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of the responsibilities or services of this Committee in accordance with the Financial Regulations.

FINANCE COMMITTEE

Membership: Ten Town Councillors with voting rights.

Quorum: Four Town Councillors with voting rights.

Non-Councillors: None permitted (Committee regulates the finances of the council).

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee and regulate financial matters, and this shall include the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To annually review any subscriptions, service provision/level agreements with suppliers and providers with a view to their continued necessity, suitability and value for money and where required, consult with the relevant Committee.
- 5) To approve the use of a variable direct debit which shall be renewed by resolution of the Council at least every two years in accordance with the Financial Regulations.
- 6) The Town Clerk will undertake the work of the Responsible Financial Officer and the Committee will provide direction, governance and an audit and scrutiny function in all financial aspects and as required in accordance with the Financial Regulations including but not limited to payments authorisation and bank reconciliations.
- 7) To ensure that there is adequate insurance cover in place for Council assets and an appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which is to be determined annually by the council.
- 8) To annually review the Council's Corporate Risk Assessment in accordance with the Risk Assessment policy and to recommend to Full Town Council to adopt.
- 9) To recommend to Full Town Council the engagement of specialist consultants and advisors subject to a supported business case to support the proposal provided by the relevant Committee.
- 10) To be responsible for approving grant applications in accordance with their terms and conditions and subject to the limits set out in the Finance Regulations. Any grant exceeding the limit in the Financial Regulations must be recommended to Full Town Council for approval.
- 11) To be responsible for the town's summer and winter planting programme and to ensure contracts are kept under review and quotations obtained as required to ensure the best value for money is secured.

- 12) To consider where appropriate alternative external funding on Council projects on request by a Committee or Council.
- 13) To be responsible for ensuring that the annual Council budget process is carried out in accordance with the requirements set out in the Financial Regulations.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and sub-Committees.

Financial Delegation and Responsibility

- 1) To monitor the income and expenditure of the Council and Committees to oversee that it does not overspend its budget in total and to receive the budget monitoring financial reports. The Committee is not responsible for the close control of another Committee's spend. Any income or expenditure that is not the responsibility of another Committee shall be the responsibility of the Finance Committee.
- 2) To be responsible for any budgets delegated by Full Town Council in accordance with the approved Council budget.
- 3) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 4) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 5) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 6) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of the responsibilities or services of this Committee in accordance with the Financial Regulations.

STAFFING COMMITTEE

Membership: Six Town Councillors with voting rights.

Quorum: Three Town Councillors with voting rights.

Non-Councillors: None permitted.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee, manage and regulate employment matters, and this shall include the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To be responsible for all health and safety matters not otherwise delegated to other Council Committees.
- 5) To review health and safety for all Council employees and contractors.
- 6) To be responsible for the procurement of professional employment and health and safety support services and to authorise additional employment support as necessary to assist with any employment-related matter subject to budget provisions.
- 7) To appoint the Chair of the Staffing Committee as the day-to-day contact support for the Town Clerk to be informed of annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the Vice Chairman of the Staffing Committee will act as the day-to-day contact support.
- 8) To review staffing structures and levels and make appointments subject to budgets being in place.
- 9) To authorise overtime for staff in exceptional circumstances subject to budget parameters and/or receive notification from the Town Clerk where overtime has been authorised for staff in accordance with their delegated authority.
- 10) To receive reports from the Town Clerk for the management of other Council employees and to oversee the management of the Clerk.
- 11) To confirm the appointment of appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent taking into account the employee's job descriptions.
- 12) To agree and annually review contracts of employment, job descriptions and person specifications for employed staff and to arrange the execution of new employment contracts and changes to contracts.

- 13) To oversee and implement pay awards, increments and payroll and pension management including payroll service level provision.
- 14) To review staff pension arrangements.
- 15) To ensure that appropriate training and continual professional development programmes are in place for the staff of the Council and that these are underpinned by a robust performance appraisal scheme which is created, designed, implemented, and monitored by this Committee.
- 16) To review staff salaries and terms of conditions and make recommendations to Council if required. The Committee must have some regard for recommendations to the Society of Local Council Clerks (SLCC) or the National Association of Local Council Clerks (NALC).
- 17) To be responsible for the recruitment and appointment of all permanent and temporary staff posts in liaison with the Town Clerk. The employment of the Town Clerk and Responsible Financial Officer must be ratified by the Full Town Council.
- 18) To appoint from its membership a recruitment panel when necessary and agree on interview procedures and matrix documents to assess the suitability of candidates. Recruitment panels will normally include three members in the case of appointment to the Town Clerk or RFO posts; and two members of the Committee plus the Town Clerk for all other posts. The recruitment panel must report its findings to the Committee prior to the offer of employment being made to the candidate unless resolved otherwise by the Committee.
- 19) To oversee any process leading to the dismissal of staff (including redundancy).
- 20) To monitor and address regular or sustained staff absence.
- 21) To consider a grievance or disciplinary matter (and any appeal).
- 22) To consider any staffing matters referred to the Committee or by the Council.
- 23) To review all Council policies that relate to staff employment on an annual basis including the Employee Handbook and any stand-alone employment policies to be recommended to the Full Town Council to adopt.
- 24) To ensure that the Council complies with all legislative requirements relating to the employment of staff.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and Sub-Committee(s).

Sub-Committees (Grievance, Disciplinary and Appeal Panels):

- 1) To appoint a grievance or disciplinary sub-Committee comprising no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the Council's grievance or disciplinary policies/procedures. The members appointed must not have previously been involved in the case.
- 2) To be responsible for any appeals which must be heard by a panel of three members of this Committee who have not previously been involved in the case. There may be insufficient members of this Committee who have not previously been involved. If so, the appeal panel will be appointed by the Full Town Council which may include Staffing Committee members not previously involved in this case.
- 3) The Standing Orders shall regulate the proceedings of the Committee and Sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 4) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 5) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 6) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this Committee in accordance with the Financial Regulations.

PROPERTY COMMITTEE

Membership: Nine Town Councillors with voting rights.

Quorum: Three Town Councillors with voting rights.

Non-Councillors: None currently appointed.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee the management of the Woodhouse Community Centre, Normanton Town Hall, land holdings, benches, Alice Bacon Memorial, train station signage, Norwood Street open space, Norwood Street garages and other matters included in the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To oversee the health, safety and building compliance management and contracts for the Woodhouse Community Centre and Normanton Town Hall, including but not limited to:
 - a) Risk Assessments and Fire Risk Assessments
 - b) Pest Protection
 - c) Music License
 - d) Lift servicing and maintenance
 - e) Automatic door maintenance
 - f) PAT Testing
 - g) Kitchen extraction fan cleaning
 - h) Roller shutter maintenance; Security alarms; CCTV
 - i) Fire Procedures:
 - Fire alarm test (Weekly)
 - Fire alarm service record (Quarterly, where required, six monthly and annual)
 - Emergency lighting, inspection, test, and maintenance (monthly and annual)
 - Fire and emergency evacuation record, fire alarm drill (Twice yearly)
 - Fire extinguisher training record (Routine)
 - Fire Procedures review (annual – more often in higher risk premises)
 - Action Log (record any issues found during checks, tests, drills, assessments etc carried out) and recording them in a log (continuous requirement)
 - j) Reception/Visitor signing in procedures.

- k) Internal signage
- l) Disabled access and mobility scooter policies
- 5) To oversee the management of the Woodhouse Community Centre and Normanton Town Hall, including room and hall hire ensuring that there is an adequate effective management system in place, to authorise any changes to improve the facilities and to recommend any changes to the Full Town Council.
- 6) To annually review the hire rates for the Woodhouse Community Centre and Normanton Town Hall and to recommend any price increases to the Full Town Council.
- 7) To promote the amenities of the Woodhouse Community Centre and Normanton Town Hall.
- 8) To be responsible for considering any agreeing public safety initiatives on behalf of the Town Council or in conjunction with the principal authority or partnership with third parties for example the police.
- 9) To be responsible for reviewing and updating the emergency plan. Any significant changes to the plan are to be recommended to the Full Town Council.
- 10) To consider methods to increase the safety of residents within the Normanton and Altofts area during adverse weather and to implement any agreed actions within budget parameters.
- 11) To consider the development of green spaces and recreational areas.
- 12) To oversee and direct the promotional and marketing aspects on behalf of the Council, including notice boards and external displays.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed upon the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by the Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.

- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 4) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 5) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 6) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this Committee in accordance with the Financial Regulations.

ALLOTMENTS COMMITTEE

Membership: Ten Town Councillors with voting rights.

Quorum: Four Town Councillors with voting rights.

Non-Councillors: None currently appointed.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Committee: The Committee is established to oversee the management of the Town Council's allotments included in the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the annual meeting of the Council.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the Committee members present to Chair the meeting.
- 3) To approve the draft minutes of the Committee and sub-Committee(s) in accordance with the Standing Orders.
- 4) To oversee the health, safety and compliance management and contracts for the Allotments, including but not limited to:
 - Risk Assessments and Fire Risk Assessments
 - Signage
 - Access
- 5) To consider, agree and implement an improvement plan to manage the facilities by using the income generated from the allotment rent, the allocated Committee budget, earmarked reserves, and grant income.
- 6) To oversee the management of the allotment sites owned by the Town Council and to consider annual repairs, maintenance, and the improvements programme for ring-fenced monies to be used on allotment sites only.
- 7) To be responsible for reviewing allotment leases, rules, regulations, and associated policy documents and to recommend increases in fees to Full Town Council for approval.
- 8) To be responsible for the inspection of allotment sites during the course of the year and issuing improvement notices and evictions where tenancy agreements are not being adhered to.
- 9) To invite non-voting participants such as various local groups and organisations to the meetings as and when required.
- 10) To oversee the day-to-day management of the Allotments. This will include Committees receiving appropriate reports and information from officers in order to make informed decisions.

Sub-Committees

- 1) To appoint sub-Committees as and when required:
 - a) The sub-Committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed upon the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-Committee shall be agreed upon by the parent Committee at the time the sub-Committee is appointed and the collective decision-making responsibilities in the Committee or sub-Committee must not exceed the terms of reference of the parent Committee.
 - c) The Chairman of the sub-Committee may be appointed by the parent Committee at the time the sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and sub-Committee(s).

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by the Full Town Council in accordance with the approved Council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the Committee's terms of reference.
- 4) To identify grant funding providers and to recommend any suitable applications to the Full Town Council for approval.
- 5) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 6) To receive the Committee financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this Committee in accordance with the Financial Regulations.

6. WORKING GROUPS

- 1) The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working groups have no delegated powers.
- 2) Working group meetings are informal and, whilst they are not open to the public, members of the public may attend the meetings subject to the terms detailing the formation of the working group.
- 3) The main purpose of a working group is to carry out such investigative work as identified by the Council or its Committees.
- 4) Notes shall be drawn up recording the discussions by councillors.
- 5) Recommendations and actions put forward to the Council or Committee that formed it are decided by majority vote.

CONSULTATION WORKING GROUP

Membership: All Town Councillors are invited to join the meeting.

Quorum: Five Town Councillors.

Members of the Public: Not invited to the meeting.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Working Group: To review consultation documents and to make recommendations to the Full Town Council on the response to be provided.

Scope:

- 1) To discuss consultation documents that are circulated by the Town Council or third-party organisations.
- 2) To obtain assistance and support from external organisations on the subject for consultation.
- 3) To consider and recommend any consultation responses to the Full Town Council.

Documentation:

- 1) To ensure that notes of the working group meetings are made available and presented to the Full Town Council meetings with any recommendations to be agreed.

ALLOTMENT LIAISON GROUP

Membership: All members of the Allotments Committee are invited to join the meeting.

Quorum: Three Town Councillors.

External Members: Two Site Representatives are invited to attend and participate in the discussions.

Members of the Public: Not invited to attend the meeting.

Meetings: As agreed at the annual meeting of the Council or as and when required.

Purpose of the Working Group: To liaise with Allotment Site representatives to discuss general issues on allotments and seek recommendations from Sites on improvements.

Scope:

To work with the Allotment Site representatives to produce suggestions for the ongoing management and improvement of Allotments Sites in Normanton and Altofts.

Documentation:

- 1) To ensure that the notes of the working group meetings are made available and presented to the Allotments Committee and Town Council meetings with any recommendations to be agreed.

TALKING NEWSPAPER LIAISON GROUP

Membership: Six members of the Town Council.

Quorum: Three Town Councillors.

External Members: All registered Talking Newspaper volunteers

Members of the Public: Not invited to attend the meeting.

Meetings: As and when required.

Purpose of the Working Group: To liaise with Talking Newspaper volunteers to discuss general issues relating to the management and promotion of the Talking Newspaper service.

Scope:

To work with the Talking Newspaper volunteers to produce suggestions for the ongoing management and improvement of the service.

Documentation:

- 1) To ensure that the notes of the Liaison group meetings are made available and presented to the Full Town Council meetings and Finance Committee with any recommendations to be agreed.

7. DELEGATION TO OFFICERS

- 1) The delegations to officers in this scheme should not be construed as a job description for individual members of staff. This is a scheme that sets out specific delegations to officers to act within defined parameters on behalf of the Council. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation and with directions given by the Council from time to time.
- 2) The following matters are delegated to the Council's officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 3) The Council may at any time, following resolution, revoke any delegated authority.
- 4) Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

Town Clerk [Proper Officer]

- 1) The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to exercise the delegations of the Proper Officer contained within the Council's Standing Orders.
- 2) The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.
- 3) In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a) The day-to-day administration of services, together with routine inspection and control in accordance with the Council's policies.
 - b) Day-to-day supervision and management of all staff employed by the Council.
 - c) Authorisation and payment of routine expenditure within the agreed budget in accordance with the Financial Regulations.
 - d) Emergency expenditure in accordance with the Financial Regulations.
 - e) Matters specifically delegated by the Council or Committee.
 - f) Respond to consultations discussed by the Consultation working group in the absence of a Town Council meeting before the consultation end date.
 - g) Respond to planning applications after consultation with members in the absence of a Town Council meeting before the closing date.

- I
- h) Purchase of routine stationery and office equipment within the agreed budget and in accordance with Financial Regulations.
 - i) Purchase of defibrillator consumables including pads and batteries within the agreed budget and in accordance with Financial Regulations.
- 4) The Clerk has the authority to release press statements on any activities of the Council in accordance with the Council's Press and Social Media policies.
 - 5) To be responsible for editorial control of the Town Council websites and social media accounts.
 - 6) The Clerk will have the authority to act immediately on all health and safety or emergency issues without waiting for endorsement by the Council or Committee.
 - 7) The Clerk is authorised to book training courses for themselves and Council staff within the budget-approved parameters.
 - 8) The Clerk is authorised to book training courses for members of the Council as directed by the Council or in accordance with the Council's training policy for members.

Responsible Financial Officer

- 1) The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.
- 2) The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3) The Responsible Financial Officer will have the power to release any financial-related report or document to the Council or its Committees in the discharge of the Responsible Financial Officer's responsibilities.
- 4) The Responsible Financial Officer shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- 5) The Responsible Financial Officer shall oversee independent quarterly checks of the Council's financial records. The independent checks are to be completed by two councillors who are not members of the Finance Committee.

Administrative Officer

- 1) The Administrative Officer has the power to issue the meeting summons agenda for any Council or Committee meetings under the direction of the Town Clerk or in the absence of the Town Clerk.

- 2) The Administrative Officer is given delegated authority to manage and support all administration in relation to the Council's services and activities and to support the Town Clerk in the execution of all Council business to meet the Town Council's statutory requirements. This may include attending meetings, minute taking, events management support, maintaining records, supporting the Town Clerk with day-to-day management of the Council, and ensuring that all legal requirements are complied with.

Consultant / Self-Employed Contractors

- 1) Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



The Town Hall
High Street
Normanton
West Yorkshire
WF6 2DZ

T: 01924 893794
E: enquiries@normantontowncouncil.co.uk

W: normantontowncouncil.co.uk

NOMINATIONS TO OUTSIDE BODIES 2024

Alice Bacon Memorial Trust:

1	Carol Appleyard
2	Elaine Blezard
3	Hazel Jones
4	Pam Mayne
5	Lynn Masterman

Freeston Foundation:

1	Brian Mayne
2	Keith Wilson
3	Heather Hudson (non-Councillor)

Freeston & Sagars Almshouses Charity:

1	Elaine Blezard
---	----------------

Town & Parish Councils Liaison Group:

1	Cliff Parsons
2	Megan Rowley

Welbeck Liaison Group:

1	Elaine Blezard
2	Mark Jennings
3	Brian Mayne
4	Pam Mayne
5	Daniel South

Yorkshire Local Councils' Association:

1	Mayor – Alison Bones
2	Deputy Mayor – Tracy Morgan
Sub 1	Fiona Marchant
Sub 2	Cliff Parsons

Stanley Ferry Sand & Gravel Quarry Community Liaison Group

1	Mark Jennings
---	---------------

Normanton and Altofts Senior Citizens Association

1	Hazel Jones
2	Fiona Marchant
3	Cliff Parsons
4	Josie Pritchard

**NORMANTON TOWN COUNCIL
ANNUAL MEETING OF COUNCIL
Tuesday 14th May 2024**

REVIEW OF STANDING ORDERS

The Standing Orders have been reviewed and there are no proposed changes.

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

Introduction	3
Rules of debate at meetings	4
Disorderly conduct at meetings.....	5
Meetings generally.....	6
Committees and sub-committees.....	9
Ordinary council meetings.....	10
Extraordinary meetings of the council, committees and sub-committees	11
Previous resolutions.....	12
Voting on appointments.....	12
Motions for a meeting that require written notice to be given to the proper officer.....	12
Motions at a meeting that do not require written notice.....	13
Management of information	14
Draft minutes.....	14
Code of conduct and dispensations	15
Code of conduct complaints	16
Proper officer.....	18
Responsible financial officer.....	19
Accounts and accounting statements	19
Financial controls and procurement	20
Handling staff matters.....	21
Responsibilities to provide information	22
Responsibilities under data protection legislation	22
Relations with the press/media.....	23
Execution and sealing of legal deeds	23
Communicating with district and county or unitary councillors.....	23

Restrictions on councillor activities23
Standing orders generally.....23

INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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

1. RULES OF DEBATE AT MEETINGS

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

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the

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

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may

direct that a written or oral response be given.

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

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show**

of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x **A meeting shall not exceed a period of (2) hours.**

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (2) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee [or the sub-committee], any (3) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- b In the case of co-option, voting shall be carried out by way of a named written ballot. Each Councillor must include their name on the ballot paper in the event that a recorded vote is requested. Any ballots received without the councillor's name will be discounted.

Counting of ballots will be carried out by the Town Clerk in the presence of the Leader or Deputy Leader and announced by the chairman of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a **The following motions may be moved at a meeting without written notice to the Proper Officer:**
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;

- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●

Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- ● ● **e If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has

another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon** as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the

Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary 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 him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (5) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and

- other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes;
 - xv. refer a planning application received by the Council to the all councillors as soon as reasonably practicable after receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
 - xvi. manage access to information about the Council via the publication scheme;
and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to the Finance Committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

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

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under**

Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. 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;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details (LTN87).**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council or a committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing committee at its next meeting.

- c The chairman of the Staffing committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the most senior member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing committee or in his absence, the vice-chairman of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by members of staff relates to the chairman or vice-chairman of the Staffing committee this shall be communicated to another member of the Staffing committee, which shall be reported back and progressed by resolution of the Staffing committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *If gross annual income or expenditure (whichever is the higher) exceeds £200,000 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or

legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**NORMANTON TOWN COUNCIL
ANNUAL MEETING OF COUNCIL**
Tuesday 14th May 2024

COUNCILLORS WITH SPECIAL RESPONSIBILITIES

Following the adoption of the new model Financial Regulations in 2014, there are a number of Councillors responsibilities which must be allocated to ensure the financial protection of the Town Council.

These responsibilities will be reviewed at the Annual Meeting each year.

Bank Account Signatories (2 to sign cheques, 1 to approve online payments)

Councillor E Blezard
Councillor B Mayne
Councillor S Hudson

Verification of Bank Reconciliation (1 to sign)

Cannot be a cheque signatory

Councillor P Mayne
Councillor R Seal

Signing Schedule of Accounts (2 to sign)

Mayor of Normanton
Any other Councillor

Signing of Payroll Records (2 to sign)

Councillor E Blezard
Councillor B Mayne
Councillor P Mayne

It is suggested that additional bank signatories are added to the mandate for the approval of online banking payments.

NORMANTON TOWN COUNCIL

COMPLAINTS PROCEDURE

1. Aim of the Complaints Procedure

1.1 The Council aims to learn from complaints and, where they are found to be justified, to ensure that appropriate measures are taken to improve services.

1.2 It will:

- ensure that anyone who wishes to make a complaint knows how to go about it.
- respond to a complaint efficiently and within a reasonable time.
- ensure that service users are satisfied that the complaint has been taken seriously and, where possible, reasonable measures have been taken to improve services.

1.3 All complaints will be dealt with in confidence, and the name of the complainant will not be revealed by the Town Council, except where it is the wish of the complainant.

2. What is a Complaint

2.1 The Town Council will investigate a complaint from a person, or their nominated representative, if it is one of the following:

- An expression of dissatisfaction about the failure to provide or meet the expected standard of a service.
- Neglect or delay in responding to a contact with the Council.
- Failure to observe the Council's policies or procedures.
- Discourteous or dishonest conduct by a member of staff.
- Harassment, bias or discrimination.

2.2 The Complaints Procedure does not cover:

- Complaints about the conduct of Councillors. These should be reported to the Monitoring Officer at Wakefield Metropolitan District Council.
- Where a person wishes to disagree with a Council decision or policy or makes a request under the Freedom of Information Act, whereby there are alternative processes for representation in place.
- Anonymous complaints.

3. To make a Complaint

3.1 A formal written letter of complaint must be sent to the Town Clerk or if the complaint involves the Town Clerk, the letter should be sent to the Mayor of Normanton.

4. Complaint handling

- 4.1 Within three working days of receipt of the complaint, the Town Clerk or Mayor will give written acknowledgement of it, provide a copy of this complaints procedure and ascertain whether the complainant wishes the matter to be treated confidentially.
- 4.2 The formal complaint will be considered at the next meeting of the Council. If more than twenty-one days is to lapse between receipt of the complaint and the next meeting of the Council, the Mayor will convene an extraordinary meeting of the Council to receive and hear the complaint.
- 4.3 At the meeting the Council may resolve to exclude members of the public and press to ensure confidentiality. (Depending on whether the complainant wishes the matter to be dealt with in this way).
- 4.4 At the meeting, the Council will consider the complaint and will also include on the agenda the appointment of three members to a committee with delegated power to continue handling the complaint (if necessary). The committee will have full delegated power to bring the complaint to a conclusion. The Council will also resolve which member will be the Chairman of the Committee.
- 4.5 The Council (and/or Committee with delegated power) may appoint an independent person to the committee if it resolves to do so, as an independent impartial arbitrator.
- 4.6 After the meeting, the Town Clerk or Mayor will write to the complainant explaining the outcome of the Council's consideration of the complaint and explaining how to take matters further if they believe this is necessary.
- 4.7 If the complainant wishes to pursue the matter, they must notify the Council in writing with his/her reasons for wanting to do so and a meeting of the committee will be convened for the purpose of investigating the complaint further.
- 4.8 Notice of the committee meeting will be advertised in the usual way to members of the committee, ie a summons and with three clear days' notice. A public notice will also be displayed in the usual way, ie posted in a conspicuous place in the parish and giving three clear days' notice.
- 4.9 Complainants will be asked by formal letter to attend the committee meeting and will be informed that they may be accompanied by another person.
- 4.10 At the commencement of the meeting, the Committee Chairman will explain how the meeting will proceed.
- 4.11 Complainants will be asked to provide any new information or supporting evidence to the committee and will be invited to make a verbal representation to the meeting.
- 4.12 Members of the committee will be invited by the Chairman to ask questions of the complainant.

- 4.13 The Chairman of the Complaints Committee and then the complainant will summarise their respective positions.
- 4.14 The complainant will then leave the meeting and the committee will consider the further findings.
- 4.15 The complainant will be informed by formal letter of the conclusions of the process within five working days of the committee meeting.
- 4.16 The committee chairman will report the outcome of the process to the next meeting of the Council.
- 4.17 Minutes of the committee meeting will be kept and will be available to all parties involved in the complaint.

NORMANTON TOWN COUNCIL

FREEDOM OF INFORMATION POLICY

1. Background

- 1.1 The Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) place legislative requirements on all public authorities, including local councils.

The laws established the legal Right to Know; a presumption in favour of public access to information held by public authorities, subject to certain exemptions; and other measures to improve public sector transparency.

- 1.2 The Council is obliged to provide information:

- Through a publication scheme
- In response to requests made under the general right of access.

When responding to requests, there are set procedures that the Council needs to follow. These include:

- The time limit public authorities are allowed for responding to requests.
- The fees or amount that public authorities can charge for dealing with requests. Public authorities are not obliged to deal with requests if the costs of finding the information exceed a set amount known as the appropriate limit.
- Public authorities need not comply with vexatious or repeated requests. (See Appendix 1 for some of the indicators that the Council will use to identify a vexatious request).

The Act also recognises that there are valid reasons for withholding information by setting out a number of exemptions from the right to know, some of which are subject to a public interest test.

2. Policy Statement

As part of a society where information rights and responsibilities are respected by all, Normanton Town Council will aim to move away from the need for individual freedom of information requests and complaints towards a culture of routine, proactive and substantially increased transparency on the part of the Council, by:

- Being open and transparent and endeavoring to provide the public with access to the official information that it holds, as a matter of course.
- Making people aware of their rights to access the official information the council holds.
- Making as much routine information as possible available through the Council's Publication Scheme and website.
- Providing reasonable advice and assistance to applicants for information, including pointing applicants to possible sources of the information they seek if it is not held by the Council.

3. Dealing with Requests for Information

3.1 Members of the public have a general right of access to information held by Normanton Town Council, specifically:

- To be told whether or not the information is held by the Council, and
- If it is, to have the information communicated to them.

Note: There are certain exemptions and limitations to this general right, but just because a document is marked “Confidential” does not automatically mean that it is exempt information, although it may be covered by certain exemptions. Each case will be dealt with on its merits.

3.2 Requests for information must be in writing, must give the applicant’s name and return address and must describe the information requested in such a way that we are able to locate it. A written request includes an e-mail. (For environmental information, the request does not have to be in writing.)

3.3 All requests for information will be logged on a record sheet.

3.4 Receipt will be acknowledged but if it is possible to respond with the information requested, this will be done instead. If further information is required in order to locate the information requested, this will be undertaken as quickly as possible.

3.5 All correspondence, phone calls, e-mails etc., that follow the original request will be recorded.

3.6 The Council has 20 working days in which to deal with a request for information. If it is not clear what information is required, the 20 day period does not begin until clarification is received from the applicant as to exactly what is required. (For environmental information the response period is extended to 40 working days for information that is complex and bulky.)

3.7 A charge will be made for the photocopying of information requested as follows:

- 10p per single A4 size sheet
- Additionally, postage will be charged at cost.
- If the cost of finding, sorting and editing the information requested is more than £450 then, under the FOI Act, the Council does not have to provide the information. (Under EIR, environmental information cannot be refused on the grounds of cost)

3.8 Any requests for information that is not contained in the Publication Scheme will be passed to the council Clerk to deal with under the FOI Act. A certain amount of guidance on dealing with requests is held by the Clerk, but it may be necessary that further specific guidance will be required from the Information Commissioner’s Office. If a member of staff is unsure as to whether a request for information is routine or not, they will refer to the Clerk as certain personal information is covered by the Data Protection Act.

The applicant will be kept informed at all stages of the process of supplying the information requested, particularly if it is a complex request, when guidance may have to be sought from other agencies.

If a request is refused, the refusal notice will give the reasons for refusing the request and advise the applicant as to their rights of appeal – both internally by way of a complaint and, following that, by way of an appeal to the Information Commissioner.

4. Appeal Process

- 4.1 If the information requested cannot be supplied, the reasons for this will be communicated to the applicant immediately. The applicant has the right of appeal against the refusal, initially to the Council, but ultimately to the Information Commissioner.
- 4.2 Any initial appeal will be made to the Council, it will be dealt with by elected members, in accordance with the Council's Complaints Procedure. If the original decision not to supply the information is upheld by the Council, but is still not accepted by the applicant, then the applicant is able to appeal to the Information Commissioner.
- 4.3 Reasons for refusing information must be in accordance with the respective provisions of the legislation, including consideration of the public interest test where this applies.

5. Review

This policy will be reviewed every year (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward.

APPENDIX 1

Some of the indicators to be used by the Council to identify whether a request for information is vexatious (ICO Guidance – ‘Dealing with Vexatious Requests’).

Abusive or aggressive language

The tone or language of the requester’s correspondence goes beyond the level of criticism that a public authority or its employees should reasonably expect to receive.

Burden on the authority

The effort required to meet the request will be so grossly oppressive in terms of the strain on time and resources, that the authority cannot reasonably be expected to comply, no matter how legitimate the subject matter or valid the intentions of the requester.

Personal grudges

For whatever reason, the requester is targeting their correspondence towards a particular employee or office holder against whom they have some personal enmity.

Unreasonable persistence

The requester is attempting to reopen an issue which has already been comprehensively addressed by the public authority, or otherwise subjected to some form of independent scrutiny.

Unfounded accusations

The request makes completely unsubstantiated accusations against the public authority or specific employees.

Intransigence

The requester takes an unreasonably entrenched position, rejecting attempts to assist and advise out of hand and shows no willingness to engage with the authority.

Frequent or overlapping requests

The requester submits frequent correspondence about the same issue or sends in new requests before the public authority has had an opportunity to address their earlier enquiries.

Deliberate intention to cause annoyance

The requester has explicitly stated that it is their intention to cause disruption to the public authority or is a member of a campaign group whose stated aim is to disrupt the authority.

Scattergun approach

The request appears to be part of a completely random approach, lacks any clear focus, or seems to have been solely designed for the purpose of ‘fishing’ for information without any idea of what might be revealed.

Disproportionate effort

The matter being pursued by the requester is relatively trivial and the authority would have to expend a disproportionate amount of resources in order to meet their request.

No obvious intent to obtain information

The requester is abusing their rights of access to information by using the legislation as a means to vent their anger at a particular decision, or to harass and annoy the authority, for example, by requesting information which the authority knows them to possess already.

Futile requests

The issue at hand individually affects the requester and has already been conclusively resolved by the authority or subjected to some form of independent investigation.

Frivolous requests

The subject matter is inane or extremely trivial and the request appears to lack any serious purpose. The request is made for the sole purpose of amusement.

NORMANTON TOWN COUNCIL

INFORMATION & DATA PROTECTION POLICY

Introduction

In order to conduct its business, services and duties, Normanton Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Normanton Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Normanton Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.

- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, an address, date of birth, email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Normanton Town Council processes personal data in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.

- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties. Particular attention is paid to the processing of any sensitive personal information and the Town Council will ensure that at least one of the following conditions is met:
 - Explicit consent of the individual
 - Required by law to process the data for employment purposes
 - A requirement in order to protect the vital interests of the individual or another person.

Who is responsible for protecting a person's data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk:

Email: enquiries@normantontowncouncil.co.uk

Phone: 01924 893794

Letter: The Town Clerk, Normanton Town Council, The Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ

Diversity Monitoring

Normanton Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Normanton Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

- General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
- Processing is with consent of the data subject, or
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the Council.

Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Town Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact the Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability.

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Normanton Town Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £500.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Normanton Town Council

PRESS AND MEDIA POLICY

1. INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. KEYS AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the press have access to the Town Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3. THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Town Council's adopted Standing Orders should be adhered to.

4. CONTACT WITH THE MEDIA

- 4.1 The Town Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 4.2 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who responsible and appropriate action was taken.

- 4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.
- 4.4 There are a number of personal privacy issues for the Town Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Town Clerk before any response is made to the media.
- 4.5 When responding to approaches from the media, the Town Clerk or the relevant Chairman are authorised to make contact with the media.
- 4.6 Statements made by the relevant Chairman and the Town Clerk should reflect the Council's opinion.
- 4.7 Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.8 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

5. ATTENDANCES OF MEDIA AT COUNCIL MEETINGS

- 5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.
- 5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.
- 5.3 Filming and recording of meetings is permitted – please refer to the 'Recording at Meetings Policy' which is available upon request.

6. PRESS RELEASES

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Town Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

- 6.2 The Town Clerk or any Member may draft a press release, however they must all be issued by the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

7. REVIEW

This policy will be a living document and will be able to be altered by the Town Clerk to allow immediate action should the unexpected arise. This will be key to overcoming teething problems that have not already been identified. Changes to the policy will be highlighted at the next Council meeting to keep Members abreast of the changes.

NORMANTON TOWN COUNCIL

GUIDANCE FOR THE EFFECTIVE MANAGEMENT OF RECORDING AT TOWN COUNCIL MEETINGS

The right to record, film and to broadcast meetings of the council is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Normanton Town Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public.

The rules that the council will apply are:

1. The council will display requirements as to filming, recording and broadcasting at its meeting venues and on its website or on notice boards in the parish and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of these rules/guidance will be provided to members of the public in attendance at a meeting of the council. The Chairman may also verbally remind the meeting and all present of the freedom to record but that these rules/guidance are in place to enable any type of recording to take place with minimal disruption to the council meeting.
3. Any person wishing to record a meeting in any format whatsoever is encouraged (but not compelled), to contact the Clerk prior to the start of the meeting. The Clerk’s details are set out in the public notice and/or agenda of the meeting; (or in their absence, the contact will be the Chairman of the Council). Discussing requirements with the clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.
4. The person making the recording may move around, however in doing so they must ensure that there is minimal or no disruption to the proceedings of the meeting.
5. A person or persons recording the council meeting are reminded that the “Public Participation” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
6. Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

7. The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, ie a medical professional, carer or legal guardian. Where the permission is given, filming of these people can take place.
8. The council requests that all recording is overt (ie clearly visible to anyone at the meeting) but cannot compel those who are recording to do so.
9. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.
10. A person or persons making a recording has no right to interrupt a council meeting by asking questions or making comments for the purpose of the recording. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute verbally to the meeting to repeat a statement for the purposes of the recording.
11. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules/guidance.
12. Persons who are recording are requested not to leave their equipment unattended and are responsible for their equipment at all times
13. The recording and reporting on meetings of the council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the council's values or in a way that ridicules or shows a lack of respect for those in the recording. The council would expect any recording in breach of these rules to be removed from public view. The council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
14. For the benefit for those who wish to record - where the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements he/she is requested to please contact the clerk prior to the meeting so that reasonable arrangements can be made. The use of lighting for filming/flash photography will usually be allowed provided that it does not adversely impact on the ability of others present to view the meeting, or for reasons of health, whereby the council may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting should not cause any other form of disruption.

15. The council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record all of its own meetings it will be bound by this policy.
16. Where a council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council will include the availability of such recordings within its Publication Scheme.
17. The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
18. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

NORMANTON TOWN COUNCIL

WEBSITE AND SOCIAL MEDIA POLICY

The use of digital and social media enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page and Twitter account to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

Online Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.

Social Media

The Council will use Social Media for the following purposes:

- To raise awareness of community events in the locality;
- To publicise meetings and offer an opportunity to engage with the public;
- To promote the Council's role as a community leader;
- To publicise the Council's role in partnership initiatives with other bodies;
- To enable local people to have an effective, well informed dialogue with the Council about events and the needs of individuals and communities;
- In an emergency, to highlight public safety messages and keep people informed.

Social Media will not be used for the following purposes:

- reporting on political debates within the Council or the community;
- to comment on national political debates unless of specific relevance to this Town Council;
- reporting on policy decisions made by the Council.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines where commenting is allowed:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.

- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.
- Please do not include personal/private information in your social media posts to us.

Monitoring and Responses

The site is not regularly monitored and we will not be able to reply individually to messages or comments received.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by email.

The Town Council may choose to turn off commenting on posts where it is felt necessary.

Offensive or Inappropriate Content

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Allegations of a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to remove them. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'.

Town Council Website

Where necessary, we may direct those contacting us to our website to see the required information.

We aim to keep the website as up to date as possible with information on Councillors, Services, Governance Documents and Events etc.

Our website will be used for the following purposes:

- to provide an access point for minutes, financial and other policy documents.
- to provide information regarding other Town Council services and events.
- to provide links to other agencies and if appropriate to businesses in the locality.
- to provide full contact details for the Town Council and its elected members.
- to share important community information and signpost people to the correct departments.

We do not permit advertising on our website.

The Town Council website must comply with the Website Accessibility Regulations 2018. All documents will be created in an accessible format with the exception of third party PDF documents.

Further information is available in our Website Accessibility Statement.

NORMANTON TOWN COUNCIL

RULES FOR PUBLIC SESSION

1. Seating for the public will be in the public gallery, positioned to the sides of the Council Chamber.
2. Whilst a member of the public may wish to stand to address Council, they must remain in front of their seat and not move around the room or approach the table or the Council officials.
3. Aggressive or disruptive behaviour will not be tolerated, and the Council will take action outlined in Standing Orders to moderate such behaviour.
4. At a Town Council meeting, the public session will take place towards the beginning of the meeting.
5. The Public Session will last for a maximum of 15 minutes, with a limit of 3 minutes per person.
6. The Mayor will control the public session and their decision upon proceedings at this part of the meeting are final.
7. Good manners and respect are expected during the session.
8. Issues raised under the Public Session should relate to the work of the Town Council or issues that are of significant importance in the local area subject to the Mayors discretion.

Complaints to the council not permitted; these should be addressed via the council's adopted complaints procedure.

9. If detailed issues are to be raised by the public then they must be put into writing.
10. It is at the Mayor's discretion whether questions raised will be answered at the meeting or dealt with after the meeting by written response to the enquirer.
11. If a detailed written response is required, then an enquiry form must be completed to enable contact details to be obtained.
12. The Council cannot take a decision on any issue raised at public session unless the issue is specified on the agenda of the council meeting, or the clerk has delegated powers to deal with it as urgent.
13. Dependant on the number of people in attendance, members of the public will be permitted to speak for no more than 3 minutes. The Mayor has discretion to extend this.
14. Members of the public may be filmed, or audio recorded by other members of the public at the meeting.

RULES AND EXPECTATIONS OF THE PUBLIC DURING THE FORMAL COUNCIL MEETING

1. In the formal council meeting there is no right for members of the public to speak without invitation of the council.
2. If a member of the public wishes to speak during the formal part of the meeting they must indicate by raising their hand and the Mayor will come to them if and when there is an appropriate point in the proceedings. The Mayor will seek a resolution from council to permit you to speak, please be patient while this necessary procedure is undertaken.
3. You will only be permitted to speak during the formal meeting if you have information for the council which may impact on its decision making in a specific issue. Complaints will not be accepted in the meeting; any complaints are to be referred to the clerk by way of the council's complaints procedure.
4. Members of the public who do not comply with these rules and expectations maybe asked not to speak, asked to leave the room and in the event of serious disruptive behaviour, the Police may be called.

**NORMANTON TOWN COUNCIL
ANNUAL MEETING OF COUNCIL**

Tuesday 14th May 2024

PROPOSED COUNCIL MEETING DATES 2024/25

Meetings will usually be held on the second Tuesday in each month commencing at 6.30pm at Normanton Town Hall.

14th May 2024

11th June 2024

9th July 2024

August – no meeting

10th September 2024

8th October 2024

12th November 2024

10th December 2024

January – no meeting

4th February 2025

11th March 2025

8th April 2025

13th May 2025

**NORMANTON TOWN COUNCIL
ANNUAL MEETING OF COUNCIL**

Tuesday 14th May 2024

REVIEW OF MEMBERSHIPS & SUBSCRIPTIONS

Normanton Town Council benefits from subscription to a variety of professional bodies which provide valuable sources of information.

Yorkshire Local Councils Association

Membership to the local association is highly recommended as they are a vital source of information. They provide regular news and information as well as training opportunities at a reasonable cost. YLCA also provide legal advice on matters specific to Town Councils which is vital.

Membership for the 2024/25 financial year was £2,125.00.

Society of Local Council Clerks

Membership to the SLCC is highly recommended and provides a great source of advice and information on all topics relevant to local councils. They provide more specific training opportunities, advice services, template documents and funding information.

Membership for the 2024/25 financial year was £377.00.

National Society of Allotment and Leisure Gardeners

Membership of the NSALG provides us with a host of allotment templates, policies, advice and information.

Membership is £55.00 per year.

In addition, we have memberships to various societies for the Flower Show – membership to these organisations is determined by the Events Committee.

Members are asked to consider whether they wish to renew these memberships when they are due for renewal.

NOTES OF PACT MEETING

Minutes for PACT Meeting

Date: 18/04/2024 – 7:00pm

Location: Normanton Fire Station

Attendees

- 1 member of the Police – PC Young
- 2 District Councillors – Julie Medford, Armaan Khan
- 3 Town Councillors: Tracy Morgan, Cliff Parson, Alison Bones
- 11 members of the public

Crime figures for 07/03/24 – 18/04/24

Altofts & Whitwood

- 22 residential burglaries (up 16) – 9 still under investigation, 4 named suspects, 6 filed, 2 victim withdrawals
- 3 business burglaries (down 2) – 2 filed with no suspects, 1 still under investigation
- 3 thefts from a shop (up 2) – 1 Tesco (still under investigation), 1 Premier Express (filed no suspects), 1 One Stop (suspect arrested and charged)
- 1 robbery (up 1) – still under investigation
- 2 thefts from a motor vehicle (down 1) – all filed due to no suspects
- 1 thefts of motor vehicle (down 5) – filed with no suspects
- 19 anti-social behaviours (up 11) – 5 filed with no suspects, 4 still under investigation, 4 suspect identified but evidential difficulties, 1 victim withdrew

Normanton

- 2 residential burglaries – (down 12) both still under investigation
- 4 business burglary (down 3) – 3 filed, 1 suspect has been charged
- 5 thefts from a shop (down 1) – 1 Lidl (filed), 2 B&M (filed), 1 Sainsburys (suspect charged), 1 ESSO (filed)
- 2 robberies – (same) 1 filed & 1 still under investigation
- 9 thefts from a motor vehicle (up 3) – 6 filed due to no suspects, 3 still under investigation
- 7 thefts of motor vehicles (up 3) – 3 from industrial estate (2 filed, 1 still under investigation) and 4 from outside home address (2 still under investigation, 2 filed)
- 20 reports of anti-social behaviour (up 10) – 10 still under investigation, 8 filed, 2 named suspects but evidential difficulties.

Issues raised

PC Young encouraged that crimes must be reported either by calling 101 or logging it online, or email normanton@westyorkshire.police.uk. Cllr Medford also suggested members of the public can email the District Councillors for support – jmedford@wakefield.gov.uk & armaankhan@wakefield.gov.uk

A member of the public raised that blatant drug dealing is happening in QED playground. PCSO's make regular visits.

A member of the public complained of drug dealing happening in the Graveyard – Neville St. The resident often finds drug paraphernalia in their garden. It was suggested that CCTV be installed to help gain evidence.

Whindale Assisted Living – reports of antisocial behaviour from kids bothering the residents. PC Young to restart regular visits

Report of anti-social behaviour in Haw Hill Park, particularly kids throwing stones at cars on Castleford Road.

Concern was raised that shops are selling stolen goods – this is a matter for Trading Standards

Cllr Medford raised concern for parking in Kirkthorpe, Boundary Lane.

Concern was raised about increased reports of loose animals at the roundabout leading into Normanton – horses and a cow. Police have been in touch. The District Councillors will keep an eye on it.

Next PACT meeting will be held on Thursday 30 May 2024 at Normanton Fire Station from 7pm.

**NORMANTON TOWN COUNCIL
ANNUAL MEETING OF COUNCIL**

Tuesday 14th May 2024

INVOICES PAID - CORRECTION

The following purchases were inadvertently missed from the list of payments made using the card facility in January 2024:

NO	DATE	NET	VAT	GROSS	DESCRIPTION	PAYEE	BANK
521	14.01.2024	£13.74	£2.75	£16.49	Printing	HP Instant Ink	Lloyds
522	25.01.2024	£55.80	£11.16	£66.96	Safety Signage	UK Safety Store	Lloyds
523	25.01.2024	£20.49	£4.10	£24.59	Safety Signage	Value Products Ltd	Lloyds

The following payments were incorrectly listed on the list of accounts for payment in February 2024:

	NO	DATE	NET	VAT	GROSS	DESCRIPTION	PAYEE	BANK
ORIGINAL	529	06.02.24	294.17	58.83	353.00	PAT Testing	RCW Building Solutions	Unity Current
CORRECTION			294.60	58.92	353.52			
ORIGINAL	536	06.02.24	500.00	0.00	500.00	Small Grant	Altofts Bowling Club	Unity Current
CORRECTION			489.29	0.00	489.29			

The following payments were incorrectly listed on the list of accounts for payment in March 2024:

	NO	DATE	NET	VAT	GROSS	DESCRIPTION	PAYEE	BANK
ORIGINAL	311	30.09.23	125.00	25.00	150.00	Gala Dance / Parade	Normanton Knightingales	Unity Current
CORRECTION			150.00	0.00	150.00			
ORIGINAL	579	12.03.24	40.00	0.00	40.00	Shredding	Class Office Equipment	Unity Current
CORRECTION			40.00	8.00	48.00			

All payments were made in accordance with the invoices, there was simply an error in transferring the figures to the report.