

## COUNCIL MEETING – 26 APRIL 2011

### REPORT OF FINANCE COMMITTEE

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Notes of meeting of Finance Committee held on 12 April 2011

Present: Cllr Lady Kara Hawks (Chairman); Cllr G James and Cllr J Samways

#### 1. STANDING ORDERS

Members considered the Clerk's report on new model standing orders published by NALC. All local authorities were required to have contract standing orders while procedural standing orders were optional.

#### RECOMMENDED;

- (1) That the model NALC procedural and contract standing orders be adopted, subject to the variations listed below;
- (2) That the standing orders be applied to Committees where appropriate

#### 1 (*Meetings*)

e	Period of time for public participation	15 minutes
f	Period of time for individual speakers	5 minutes
j	Procedure for public speaking	Delete 1 <sup>st</sup> sentence (requirement to stand)
t	Attendance record in minutes	Omit requirement to list absentees
z	Length of meetings	2 hours maximum

#### 2 (*Ordinary Council meetings*)

e	Ordinary Council meetings	Delete (applicable to Wales only)
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#### 3 (*Proper Officer*)

b (i)	Service of meetings summons	Delete 2 <sup>nd</sup> option (electronic service)
(iii)	Member motions in agendas	8 clear days' notice for withdrawal
(xiii)	Sealing of documents	Delete reference to common seal
(xvi)	Urgent planning applications	Urgent applications to be referred to Chairman or Vice-Chairman of Council

#### 4 (*Motions requiring written notice*)

a	Period of notice for motions	8 clear days
c	Notice for amended motions	8 clear days

#### 5 (*Motions not requiring notice*)

a (xvi)	Authorisation of legal deeds	Delete reference to common seal
(xvii)	Authorisation of expenditure	£300 maximum

#### 6 (*Rules of debate*)

m	Right of reply	5 minutes maximum
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#### 8 (*Questions*)

a	Period of notice for questions	8 clear days
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11 ( <i>Rescission of previous resolutions</i> )	a Exception to '6 months rule'	Written notice to be required by same number of councillors as constitute a quorum, i.e. 3
14 ( <i>Execution and sealing of legal deeds</i> )	b Sealing of deeds	Omit 1 <sup>st</sup> paragraph (reference to common seal)
15 ( <i>Committees</i> )	iv Substitute councillors	3 clear days' notification of absence required
17 ( <i>Extraordinary meetings</i> )	d Refusal of Chairman to call meeting of Committee	7 days/3 members
26 ( <i>Matters affecting council employees</i> )	a – d Council/Committee functions	No Personnel Committee required. All referrals/actions to be by/to the Chairman or Vice-Chairman of the Council. Substitute 'Council' for Committee or Sub-Committee'
	e	Access to be provided to Clerk and Chairman of the Council
	j	
27 ( <i>Freedom of Information Act 2000</i> )	b Handling of information requests	To be reported to Chairman of the Council
29 ( <i>Liaison with District and County or Unitary Councillors</i> )	b Copies of letters	Omit requirement to send copies of letters to individual councillors
30 ( <i>Financial matters</i> )	a (v) Contract values	Adopt figure of £60,000
	b Contract values	As above
31 ( <i>Allegations of breaches of the code of conduct</i> )	a Reference to Committee	All referrals to the Council and then the Standards Committee of NFDC
	b Complaint made by Proper Officer	Substitute 'Chairman of Council' for 'Chairman of Committee'
	d Subject matter to be confidential	As b
	e Disclosure of information	As b
	f Powers relating to investigation	Substitute 'Council' for 'Committee'

## 2. FINANCIAL REGULATIONS

Members considered the Clerk's report on model financial regulations published by NALC. There was a statutory requirement for local authorities to have financial regulations giving details of how councils managed their finances.

RECOMMENDED that the model NALC financial regulations be adopted, subject to the following variations:

### 2 (*Annual Estimates*)

2.5 Three-year budget forecast                      Include provision and work towards three-year forecast over time

### 3 (*Budgetary Control*)

3.4 Authority for urgent work                      £200 limit

### 5 (*Banking Arrangements and Cheques*)

5.3 Cheque signatories                              Retain present arrangements for two member signatures

### 6 (*Payment of Accounts*)

6.5 Cash float    Omit alternative paragraph (provision of cash float)

### 11 (*Contracts*)

#### 11.1 Procedures as to contracts (tenders)

(b)    Substitute '£60,000' for '£50,000' in line with Standing Order 30

(g)    As (b)

(h)    Delete paragraph (Standing Orders 61, 63 and 64 no longer exist)

(i)    As (b) for tender limits (£60,000)  
Adopt suggested limits for estimates, i.e. expenditure above £100 but below £1000

### 13 (*Stores and Equipment*)

13.1 – 13.4    Omit paragraphs

### *Supplementary Regulations*

Optional clauses for larger councils              Omit

## 3. TERMS OF REFERENCE ETC

RECOMMENDED that terms of reference be prepared for the Finance Committee and guidelines drawn up for the roles and responsibilities of representatives on outside bodies.