



WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

N Page
Town Clerk

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YOU ARE HEREBY SUMMONED to a meeting of **Waltham Abbey Annual Town Council** to be held at Waltham Abbey Town Hall at **7.15 p.m.** on **Wednesday 6th May 2026** for the purpose of transacting the business set out below.

Miss Natalie Page

.....Town Clerk

AGENDA

This meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.

Welcome and Outgoing Comments by Cllr M Markham – Mayor 2025/26

1. **Election of Mayor for the Municipal Year 2026/27:** (Statutory Appointment).
2. **Declaration of Acceptance of Office:** To receive the Mayor's Declaration of Acceptance of Office.
3. **Mayor's Comments:** To hear from the newly elected Mayor.
4. **Apologies for Absence:** To receive apologies.
5. **Disclosures of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
6. **Election of Deputy Mayor for the Municipal Year 2026/27:** (Optional Appointment).



7. **Appointment of Leader and Deputy Leader of Council for the Municipal Year 2026/27:** (Optional Appointments).
8. **Mayors Allowance:** To consider payment of an allowance to the Mayor to assist in defraying the expenses of Office. (It is usual for the Mayor to leave the room and for the Deputy Mayor or some other Member to preside for consideration of this item). The Mayors allowance for 2026/27 was set at £3,000 and the Hospitality Allowance at £3,000. The current year's budget figures are £3,000 and £3,000 respectively.
9. **Appointment of Committees, Subcommittees, Management Committees and Chairman/Deputy Chairman thereof:** The Leader of Council to move that Committees, Subcommittees, Management Committees and Chairman/Deputy Chairman thereof be as set out (Enc 1).
10. **Appointment of Representatives to Other Organisations:** The Leader of Council to move that Representatives to Other Organisations be as set out (Enc 2).
11. **Mayor's Announcements, Communications and Engagements:**
 - a) Announcements which the Mayor may wish to make.
 - b) Communications which the Mayor may wish to place before the Council.
 - c) Engagements - The Mayor's engagements are yet to be confirmed.
12. **Questions:** In pursuance of Standing Order No. 10.
13. **Standing Orders:** To review and adopt the Policy (Enc 3).
14. **Financial Regulations:** To review and adopt the Policy (Enc 4).
15. **Terms of reference:** To review and adopt the policy (Enc 5).
16. **Minutes & Reports:** (Enc 6).

Policy & Resources	1 st April 2026
Planning and Licensing	13 th April 2026
Full Council	22 nd April 2026
17. **Report of the Town Clerk:** To receive the Town Clerks report (To be tabled).
18. **Items to be added to the next agenda for discussion:** Items to be submitted for next Full Council meeting on 15th July 2026.

TO: The Mayor
All Members of the Council
30th May 2026

Committee Membership 2026/27

Committee/ Position	Chairman	Deputy Chairman	Committee Members	Officers	Nominated Voting Substitutes
Mayor	Cllr A Crowley	Cllr J Lea	N/A	N/A	All Members
Leader	Cllr S Heather	Cllr B Tomlinson	N/A	N/A	All Members
Full Council	Cllr A Crowley	Cllr J Lea	All Members	Town Clerk (RFO for Accounts/ Budgets only)	All Members
Policy & Resources	Cllr A Watts	Cllr S Kane	All Members	Town Clerk & RFO	All Members
Leisure & Community	Cllr J Lea	Cllr B Tomlinson	Cllr M Markham, Cllr S Yerrell, Cllr A Watts, Cllr A Crowley.	Town Clerk	All Members
Development & Environment	Cllr S Heather	Cllr A Crowley	Cllr A Watts, Cllr S Yerrell, Cllr B Tomlinson, Cllr M Markham	Town Clerk	All Members
Plans Subcommittee	Cllr S Heather	Cllr A Crowley	Cllr J Lea, Cllr S Yerrell, Cllr A Crowley, Cllr B Tomlinson, Cllr M Markham	Town Clerk	All Members
Establishment Review Subcommittee	Cllr S Heather	Cllr B Tomlinson	Cllr A Crowley- Mayor, Cllr J Lea-Deputy Mayor, Cllr A Watts, Cllr M Markham	Town Clerk	All Members
Town Promotions/ Festivals Subcommittee	Cllr A Crowley	N/A	Cllr J Lea, Cllr B Tomlinson, Cllr N Saman, R Hughes- Franklin, L Anderson, P Smith	Town Clerk, Park Manager, Events Manager & Receptionist	All Members
Town Twinning Subcommittee	Cllr A Crowley- Mayor	N/A	Cllr J Lea, Cllr A Watts, Cllr S Yerrell	Town Clerk	All Members

Representatives on Outside Bodies 2026/27

Organisations	Members
Abbey Gardens Trust	Cllr A Watts
Epping Forest Country Care Liaison	Cllr A Watts
EALC Epping Forest Branch	Cllr H Kane & Town Clerk
Local Councils Liaison Committee	Cllr H Kane & Town Clerk
Waltham Abbey Community Centre	Cllr B Tomlinson & Cllr J Lea
Waltham Abbey Town Partnership	Town Clerk, Events Manager, Cllr J Lea & Cllr S Yerrell
Francis Greene Alms House Trust	Town Clerk, RFO plus Peter Smith, Alison Mary Caw, Audrey Rowntree, Linda Anderson, Cllr A Crowley
Waltham Abbey Youth 2000	Cllr M Markham, Cllr H Kane & Cllr S Kane



Waltham Abbey Town Council

STANDING ORDERS 2026

Date Adopted	Minute Reference	Review Date
2 nd September 2020	926/20	September 2021
1 st March 2023	495/23	March 2024
14 th March 2024	629/24	March 2025
2 nd April 2025	559/25	April 2026
11 th February 2026	530/26	

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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 Mayor or 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 Mayor or 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 Mayor or Chairman of the meeting, is expressed in writing to the Mayor or Chairman.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Mayor or 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 Mayor or Chairman of the meeting.
- k One or more amendments may be discussed together if the Mayor or 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 (..)

- 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, that if there is a point of order then the Mayor or Chairman should pause the meeting and give immediate response to the person who raised the point of order even if there is a debate in progress. A councillor raising a point of order shall identify the standing order which they considers to have been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the Mayor or Chairman of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Mayor or Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

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 Mayor or Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Mayor or Chairman of the meeting to moderate or improve their conduct, any councillor or the Mayor or 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 Mayor or Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- 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 Public Questions are invited prior to the meeting in writing to the Town Clerk up to 3pm on the day before the meeting, agenda item to specifically reflect this. 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 three 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 Mayor or Chairman of the meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor or Chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Mayor or Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Mayor or 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 Mayor or Chairman of the Council may in their absence be done by, to or before the Deputy Mayor or Vice-Chairman of the Council (if there is one).**
- **p The Mayor of the Council, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and Deputy Mayor 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 Mayor or Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

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

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

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

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

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

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

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

x A meeting shall not exceed a period of three 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 one day 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 7.00 pm.**
- 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 Mayor and Deputy Mayor (if there is one) of the Council.**
- f **The Mayor of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor 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 Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Mayor of the Council and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. **In an election year, delivery by the Mayor 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 Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. 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 Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by

five members of the committee or the sub-committee, any five members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by five councillors.

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 five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four 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 Mayor or 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, officers, 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, they 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 their 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.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by 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 appropriate authority 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 Leader of Council of this fact, and the Leader 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 appropriate authority 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 officer(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b** The Proper Officer shall:
 - i.** **at least three clear days before a meeting of the council, a committee or a sub-committee,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. be the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Leader or in their absence the Deputy Leader of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or the Planning Committee.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's 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 1 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 (income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

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

- tenders shall be opened by the Proper Officer in the presence of at least one officer after the deadline for submission of tenders has passed;
 - tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a Management of day to day staffing matters (including contractors) will be the responsibility of the Town Clerk, who may delegate to appropriate line managers, including but not limited to performance management, review and improvement.
- b Any matters regarding individual performance will be reported to the establishment review subcommittee following any proceedings.
- c Councillors will not have involvement with disciplinary or grievance proceedings except in the matter of action being against the Town Clerk (hearing and appeal) or Responsible Financial Officer (for appeals). Unless disciplinary action has resulted in the dismissal of an officer, the outcome will be reported to the establishment review subcommittee. In the case of dismissal, the decision will be shared with all members immediately.
- d A matter personal to an officer that is being considered by a meeting of the Establishment Review Subcommittee is subject to standing order 11.
- e Subject to the Council's policy regarding absences from work, the Council's most senior officer shall notify the Chairman of the Establishment Review Subcommittee or, if they are not available, the vice-Chairman (if there is one) of the Establishment Review Subcommittee of absence occasioned by illness or other reason and that person shall report such absence to Establishment Review Subcommittee at its next meeting.
- f The Leader of Council, or in their absence, the Deputy Leader shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Establishment Review Subcommittee.

- g Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior officer (or other officers) shall contact the Leader of Council or in their absence, the Deputy Leader in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Establishment Review Subcommittee.
- h Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Leader this shall be communicated to another member of the Establishment Review Subcommittee which shall be reported back and progressed by resolution of the Establishment Review Subcommittee.
- i Any persons responsible for all or part of the management of officers shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- j In accordance with standing order 11(a), persons with line management responsibilities shall have access to officer records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer (not legally required).
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of a witness.**

The above is applicable to a Council with a common seal.

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

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

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.



Waltham Abbey Town Council

FINANCIAL REGULATIONS

Date Adopted	Minute Reference	Review Date
1 st November 2023	352/23	March 2024
14 th March 2024	578/24	March 2025
5 th March 2025	518/25	February 2026
11 th February 2026	529/26	
11 th March 2026	576/26	February 2027

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1. General

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- Identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an officer may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice officers to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. These regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.
- has delegated authority to write off aged debts to a maximum individual value of £100 over any financial year with a final report being provided to Council confirming any debts written off.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any officer have regard to recommendations about annual salaries of officers made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Council or the Policy & Resources Committee shall verify bank reconciliations for all accounts produced by the RFO. This verification will be minuted and signed off for auditor review.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

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

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

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council officer, except to the extent that such officers have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee of the Council.

3.3. The Council shall consider annual budget proposals in relation to the Council's five year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The council for all items over £5,000 or
- The Town Clerk and/or RFO for items up to £5,000 with budgetary constraints.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to a general reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Except in the case of building maintenance which is moved to maintenance reserves.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Town Clerk shall report such action to the Leader of Council, and Committee Chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council £5,000 is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments reporting authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Policy & Resources Committee. The Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Policy & Resources Committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the works, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Policy & Resources Committee meeting.

5.5. The Town Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources Committee.

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources Committee; or

c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources Committee.

5.6. For each financial year the Town Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Policy & Resources Committee. It is recommended that this be included for signature at each Policy and Resources meeting.

5.7. A record of regular payments made as per 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made. It is recommended that this be included for signature at each Policy and Resources meeting.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by internet banking, cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.

6.4. Internet banking will be the primary payment method using the following process:

- Payment list created by the accountant
- Payments signed off individually by 2 signatories (councillors) on the payment list
- RFO to add the payment information to the internet banking system
- Town Clerk to finalise payments after checking

The Clerk, RFO and Office Manager will each have banking profiles to enable payments to be made during periods of absence.

6.5. If a cheque is required from this imprest account, this cheque will be signed by 2 of the following officers (Town Clerk, RFO, Office Manager, Parks Manager or events Manager), a cheque requisition form shall be completed and processed by the accountant and reported to the Policy and Resources Committee as soon as is practicable.

6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.

6.7. No officer or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.8. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.9. The Council, and its officers, using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.10. Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.11. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.12. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. A programme of regular checks of standing data with suppliers will be followed.

6.13. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or officers shall not be used under any circumstances. Such cards will also be restricted to a single transaction maximum value of £2,000 unless authorised by Council or the Policy & Resources Committee in writing before any order is placed.

6.14. The Office Manager may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Office Manager with a claim for reimbursement.

a) The Office Manager shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. The Council agrees to make payments in line with NJC payscales as advised by NALC following pay negotiations, all back pay will be paid as appropriate. In April of each year the payscale of all appropriate officers will go up by 1 payscale after successful completion of 1 full years service.

7.3. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.4. No changes shall be made to any officer's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or the Policy & Resources Committee.

7.5. Each and every payment to officers of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.6. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.7. An effective system of personal performance management should be maintained for the senior officers in relation to annual appraisals. Performance Management should be in place for all officers not just senior officers.

7.8. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

8. Loans and investments

8.1. All borrowings shall be taken out in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be resolved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be resolved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.4. The Council's Investment Strategy is detailed in the Treasury Management Policy in accordance with the Local Government Act 2003 to determine an annual funding strategy.

8.5. All investments of money under the control of the Council shall be in the name of the Council.

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

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

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

9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the RFO.

9.4. Any sums found to be irrecoverable (subject to legal proceedings), and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as income sheets, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Where expected invoiced income is past due for 1 calendar month or more, interest at 8% will be charged per calendar month.

9.11. Where expected invoiced income is past due for over 4 months, the debtor will be given 7 further days to pay and will be advised that if no payment is received then action will be taken to recover monies via small claims court in all circumstances where the expected income is over £500.

SECTION 10 – ORDERS FOR WORKS, GOODS AND SERVICES

10.1 General Principles

10.1.1 All members and officers are responsible for obtaining value for money at all times.

10.1.2 An officer procuring works, goods or services shall ensure, as far as practicable, that the best available terms are obtained, normally by seeking competitive prices in accordance with these Regulations.

10.1.3 No expenditure may be authorised unless budget provision exists for that type of expenditure, except where expressly permitted under these Regulations.

10.2 Official Orders

10.2.1 An official order or letter shall be issued for all works, goods and services above £500 excluding VAT unless a formal written contract is to be prepared or the nature of the transaction makes an official order inappropriate.

10.2.2 Copies of all orders shall be retained, together with evidence of receipt of goods or satisfactory completion of services.

10.2.3 Access to any ordering system shall be restricted and controlled by the Responsible Financial Officer (RFO), who shall ensure appropriate safeguards are in place to prevent misuse.

10.2.4 No individual member or informal group of members may issue an official order or enter into any contract on behalf of the Council unless specifically authorised by resolution of the Council.

10.3 Procurement Thresholds (Excluding VAT Unless Stated)

- Up to £500 – seek value for money
- £500–£3,000 – At least three estimates should be obtained
- Above £3,000 – At least three fixed-price written quotations shall be obtained
- Above £30,000 – Publication requirements under the Procurement Act 2023 must be observed
- Above £60,000 (including VAT) – Formal tender process required

10.3.1 Contracts must not be artificially split or subdivided to avoid compliance with these Regulations or statutory procurement requirements.

10.4 Delegated Authority for Expenditure

10.4.1 Individual purchases within an agreed budget may be authorised as follows:

- Up to £2,500 – Managers in consultation with the Clerk/RFO
- Up to £5,000 – The Clerk/RFO
- Over £5,000 – Full Council

10.4.2 All decisions shall be supported by a minute of the relevant meeting or an auditable written record of delegated authority.

10.4.3 No expenditure may exceed the approved budget for that category without prior resolution of the Council or a duly authorised committee acting within its Terms of Reference.

10.5 Emergency Expenditure

10.5.1 In cases of serious and immediate risk to the delivery of Council services or public safety on Council premises, the Clerk may authorise expenditure up to £5,000 excluding VAT on urgent repair, replacement or remedial work.

10.5.2 Such action shall be reported to the Chair as soon as practicable and formally reported to the next meeting of the Council.

10.6 Legal Powers

10.6.1 The RFO shall verify the lawful nature of any proposed purchase before an order is placed.

10.6.2 In the case of new or infrequent expenditure, the statutory power relied upon shall be reported to the meeting at which the expenditure is authorised and recorded in the minutes.

SECTION 11 – CONTRACTS

11.1 Every contract shall comply with the Council's Standing Orders, these Financial Regulations, and all applicable procurement legislation. No exception shall be made except in a genuine emergency.

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

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

11.4 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Standing Orders.

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

11.5 The requirement to obtain competitive prices shall not apply to contracts relating to:

- Specialist professional services (including legal advisors acting in disputes)
- Repairs to or parts for existing machinery or equipment
- Extensions or variations of existing contracts
- Goods or services available only from one supplier or sold at a fixed price

11.6 Where it is proposed to waive the requirement for competition, the reason shall be set out in a written recommendation to Council or the relevant Committee. Avoidance of competition is not a valid reason for waiver.

11.7 The Council is not obliged to accept the lowest or any tender, quotation or estimate.

11.8 No contract shall be entered into for any major project unless the Council is satisfied that sufficient funds are available and, where borrowing is required, that Government borrowing approval has been obtained.

SECTION 12 – PAYMENTS UNDER CONTRACTS

12.1 Payments under building or construction contracts shall be made in accordance with the contract terms and upon certification by the appointed architect, surveyor or other professional adviser where applicable.

12.2 Where contracts provide for staged or instalment payments, the RFO shall maintain a record of all payments made.

12.3 Where it is estimated that the total cost of works under a contract (excluding agreed variations) will exceed the contract sum by 5% or more, a report shall be submitted to the Council.

12.4 Any variation, addition to, or omission from a contract must be approved in writing, be within delegated authority or approved by Council, and be properly recorded.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

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

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £2,500.

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

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances arranged by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.

15.4. All appropriate members and officers of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or the Policy & Resources Committee.

16. Risk Management

16.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

16.2. When considering any new activity, the Town Clerk (or delegate manager) shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



WALTHAM ABBEY TOWN COUNCIL

Terms of Reference and Scheme of Delegation

Date Adopted	Minute Ref	Date of Review
5 th April 2023	571/23	

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TERMS OF REFERENCE – Full Council

Membership shall comprise all members of the Council.

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 with one officer in attendance. The Lead Officer is the Town Clerk.

A Chairman and Vice Chairman shall be elected at the Annual Council Meeting.

To be Chairman of council, a member is required to undertake appropriate Chairmanship Training sourced by the Town Clerk.

MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

1. To raise loans and to set the town precept.
2. Approval of the Annual Return and Audit of Accounts
3. Adopting or changing Terms of References and the Scheme of Delegation
4. To have the power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure
5. Appointment and dissolution of Standing Committees and appointment of members on those committees
6. Dates of meetings of the Council.
7. Appointing or nominating Council representatives to outside bodies.
8. Filling of vacancies occurring on any Committee of the Council during the Council year
9. The appointment to or co-option on a Committee of a person (on a strictly non-voting basis) who is not a member of the Council or the Committee
10. Authorising the taking of legal action by the Council.
11. The appointment and dismissal of the Town Clerk.
12. To manage and review the Council's assets.
13. To negotiate the transfer or management of assets from other bodies as enabled by legislation.
14. All other matters which must, by law, be reserved to the Council

COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATION

Committees may exercise delegated functions on behalf of the Council under the following terms of reference, subject to:

- a) The Council's approved Budget and Financial Regulations
- b) Any previous minuted decision of the Council
- c) Any matters reserved to the Council by law

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

The Council and each Committee is authorised to establish Working Groups and to appoint advisers as and when necessary to assist in its work. The tasks 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.

TERMS OF REFERENCE - Policy & Resources Committee

Membership shall comprise of all Councillors.

The quorum of the Committee shall be three members with one officer in attendance. The Lead Officer is the Town Clerk. With the Responsible Financial Officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Full Council.

To Chair the Committee a member is to have undertaken appropriate Chairmanship Training sourced by the Town Clerk.

PURPOSE

To develop, monitor and review Council policies and functions and review the Council's accounts and finances. To determine the responsibilities of the following subcommittees.

- Licensed bars and Catering
- Town Promotions and Festivals
- Town Twinning
- Tourist Information
- Tennis Club

SCHEME OF DELEGATION

The Policy & Resources Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To be responsible for allocating and controlling the financial resources of the Council
2. To advise the Council on any policy changes in the Council's management or administrative procedures and to adopt or change all policies including Standing Orders, Financial Regulations
3. To consider the financial estimates of the Council and recommend the precept to be levied
4. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein
5. To be responsible for the collection of all revenue, the renewal of loans and insurance
6. To be responsible for the banking, financial and accounting methods adopted by the Council
7. To consider the delegation of appropriate services to the Council from other authorities
8. To deal with Grant Aid Award applications
9. To manage health and safety policy and issues
10. All matters relating to internal and external audit. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information, including effective systems of risk management and consideration of an action on all reports emanating from the internal and external auditors.
11. To negotiate any changes to existing lease agreements, and negotiate terms for all new lease agreements
12. To develop policy and arrangements for partnerships with all external bodies
13. To oversee preparations for any external relationships for emergency planning and community safety
14. Strategic and visionary planning
15. Any other matter which may be delegated to it by the Council from time to time

TERMS OF REFERENCE – Leisure & Community Committee

Membership shall comprise 8 Councillors:

The quorum of the Committee shall be three members with one officer in attendance. The Lead Officer shall be the Town Clerk.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Full Council.

To Chair the committee a member is to have undertaken appropriate Chairmanship Training sourced by the Town Clerk

PURPOSE

To consider and develop all leisure, and community matters relating to the Council's business. Responsibility for all Council premises and assets the development of other facilities. To determine the responsibilities of the Town Partnership.

SCHEME OF DELEGATION

The Leisure & Community Committee shall be delegated to make decisions on behalf of the Council in the following matters:

ALLOTMENTS

Oversee the administration, management and maintenance of the allotments which will be managed by the Town Clerk under delegated powers.

COMMUNITY FACILITIES

1. Overseeing the management, administration and provision of assets including:

Recreation Grounds including playparks, football pitches, Padel courts, tennis courts, skatepark, pavilion buildings

Cemeteries

Charter Market

Open Spaces

War Memorial

Public Conveniences

FINANCE

1. Submit an annual proposed budget to Policy & Resources Committee.

2. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

Such other activities which are pertinent to its role including:

Supporting appropriate officers (under delegated powers) in the arrangement and organisation of the Community Minibus'

Receive reports from any Council appointed representative to other bodies relevant to the Committee.

To formulate proposals for major projects for consideration by Policy & Resources Committee

Strategic and visionary planning

Any other matter which may be delegated by the Council from time to time.

TERMS OF REFERENCE – Development & Environment Committee

Membership shall comprise 8 Councillors.

The quorum of the Committee shall be three members with one officer in attendance. The Lead Officer shall be the Town Clerk.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Full Council.

To Chair the committee a member is to have undertaken appropriate Chairmanship Training sourced by the Town Clerk

PURPOSE

To consider and manage all development and environment matters relating to the Council's business.

SCHEME OF DELEGATION

The Development & Environment Committee shall be delegated to make decisions on behalf of the Council in the following matters:

ENVIRONMENT

1. All matters pertaining to the environment including:
2. Carbon Neutrality

FINANCE

1. Submit an annual proposed budget to Finance & Governance Committee.
2. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

Such other activities which are pertinent to its role including:

1. To review differences in planning application decisions
2. To review street naming proposals
3. To discuss any highways matters for further action by County Councillor.
4. To formulate proposals for major projects for consideration by Finance & Governance Committee
5. Any other matter which may be delegated by Council from time to time.

TERMS OF REFERENCE – Establishment Review Subcommittee

Membership shall comprise 8 Councillors.

The quorum of the subcommittee shall be three members with one officer in attendance. The Lead officer is the Town Clerk. The Town Clerk is the only officer permitted to attend.

The Chairman and Vice Chairman shall be the Leader and Deputy Leader of the council.

To Chair the subcommittee a member is to have undertaken appropriate Chairmanship Training sourced by the Town Clerk

The Establishment Review Subcommittee is appointed by and solely responsible to Waltham Abbey Town Council.

The subcommittee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

Meetings are to be held as and when required and do not require statutory notice.

PURPOSE

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the subcommittee will make a recommendation to the Policy & Resources Committee.

SCHEME OF DELEGATION

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances, and disciplinary matters.

The Town Clerk shall be responsible for the day to day management of staff under delegated authority

The Establishment Review Subcommittee shall be delegated to make decisions on behalf of the Council in the following matters:

To determine the Council's staffing structure.

To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.

To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or council facilities not delegated to the Town Clerk.

The recruitment of Senior Council Officers as necessary.

To oversee the Council's *pension policy* and the criteria required for eligibility.

Helping ensure that a culture exists within the Council which nurtures wellbeing, productivity, treats officers equally and with respect, values diversity and supports officers to give their best, including through suitable training, development, and management.

Ensuring appropriate arrangements are established for hearing a grievance or disciplinary matter for the Clerk, and RFO (in the case of appeals) and any staff appeals in line with management protocols.

To review Performance Management systems, ensuring effective implementation of the Performance Management Process is facilitated by the Town Clerk. The outcome of Performance Management reviews will be summarised to the subcommittee on an annual basis, any subsequent appeals will be addressed in line with management protocols, any unresolved appeals may be referred to a panel of 3 members of this subcommittee.

Any other matter which may be delegated by Council from time to time

FINANCE

- Comply with the Council's Financial Regulations and Standing Orders

TERMS OF REFERENCE - Planning & Licensing Subcommittee

Membership shall comprise 6 Councillors.

The quorum of the subcommittee shall be three members with one officer in attendance. The Lead Officer is the Town Clerk, who holds delegated authority to act.

Any member of the subcommittee when unable to attend may send a substitute member of Council who shall have full voting rights.

The Chairman shall be elected at each planning meeting by the members of P&L subcommittee.

To Chair the subcommittee a member is to have undertaken appropriate Chairmanship Training sourced by the Town Clerk

PURPOSE

To make observations where appropriate on all planning applications within the Council area.

To make observations on any Licensing application within the Council area the Committee thinks appropriate.

SCHEME OF DELEGATION

The Planning & Licensing subcommittee shall be delegated to make decisions on behalf of the Council in the following matters:

PLANNING

1. Exercise the Town Council's statutory right to be notified of and comment on planning, listed buildings, conservation area and tree applications
2. Represent the precept payers of Waltham Abbey Town Council on major planning issues and to encourage participation in decision making.
3. Consider the environmental impact of planning proposals
4. Make representations either in writing or by attendance by a nominated officer or member at planning appeals if required.
5. Make observations on any planning consultation.

LICENSING

1. Make observations on any relevant Licensing application.
2. Agree nominations to represent the views of the Council at licensing hearings if required.

TERMS OF REFERENCE – All other Subcommittees

Membership numbers are individually defined.

The quorum of the subcommittee shall be three members with one officer in attendance. The Lead Officer is the Town Clerk.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Full Council.

To Chair the subcommittee a member is to have undertaken appropriate Chairmanship Training sourced by the Town Clerk.

PURPOSE

All other subcommittees are formed to discuss the detailed arrangements for the specified subject for which they have been formed.

These subcommittees will plan and recommend action to the appropriate committee under which they have been formed.

TERMS OF REFERENCE – Annual Town Meeting

Membership shall comprise all Councillors.

The quorum of the meeting shall be three members with one officer in attendance. The Lead Officer is the Town Clerk.

The Chairman and Vice Chairman shall be the Mayor and Deputy Mayor.

To Chair on the meeting is to have undertaken appropriate Chairmanship Training sourced by the Town Clerk.

PURPOSE

This meeting is for residents of the town to express their views and ask questions of the council relating to Town Council business only.

The town council will not address issues relating to matters that are the express concern of the district or county councils. Any such queries will be addressed in terms of direction to the appropriate council and the meeting will then move on.

The annual report of the Leader of the Council is presented at this meeting.

There may be external speakers at the event

INTRODUCTION – Officer Delegations

The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk may delegate these duties and powers to other Officers within the Council.

The Town Clerk is the Council's Proper Officer and responsible for the management of the organisation. The Responsible Financial Officer manages all council finances.

Extent of Delegation

The delegations in this Scheme are subject to any limitations imposed by law, the budget and the Council's Standing Orders and Financial Regulations.

The Town Clerk may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to

Such authorisations being in writing

Only being given to an Officer below the delegating officer in the organisational structure

Only being given where there is significant administrative convenience in doing so

The Officer authorised by the Town Clerk acting in the name of the Town Clerk

Such authorisation not being prohibited by statute.

A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

The Town Clerk may withdraw delegated power from an Officer for such period of time as they consider appropriate. As part of this Scheme, the Town Clerk is authorised to change the designations of an Officer as and when appropriate and without reference to the Council.

General Matters

The Town Clerk is authorised to:

- Sign, or where appropriate, have sealed on behalf of the Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Council
- Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
- Institute and appear in any legal proceedings authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest
- Alter the date or time of a Council or Committee meeting in consultation with the Leader of Council or Chairman of the Committee.
- To decide arrangements for the closure of the Council offices in the Christmas/New Year period
- Deal with day to day matters relating to the use of office accommodation space
- Negotiate and enter into contractual arrangements for artistes and promoters in relation to events organised by the Council and programmes of entertainment
- Manage all the Council's current services
- To act as the Council's Designated Officer for the purposes of the Freedom of Information Act 2000
- To apply for planning consent for the carrying out of development by the Council
- To manage, monitor and review the Council's internal control procedures and policies with recommendation where appropriate to Council or Committee
- Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, equipment and buildings
- Enter into leasing and contract hire agreements for the acquisition of equipment on such terms as are considered appropriate.
- Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
- The cost not exceeding the amount approved estimate

- The tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
- All the requirements of the Council's Financial Regulations being complied with

Financial Matters

The RFO is authorised to:

- Be the RFO for the purposes of Section 151 of the Local Government Act 1972
- Operate the Council's banking arrangements
- Prepare a draft budget for consideration by Committees and the Council
- Prepare the final accounts for each financial year
- Incur expenditure up to a maximum of £2,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and requirement of the Council's Financial Regulations (Town Clerk and RFO)
- Paying wages and salaries in accordance with agreed contracts
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- To collect all income due to the Council, including appropriate interest and costs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Incur expenditure on revenue items within the approved estimate and budgets under the Council's control
- Incur expenditure on capital schemes within the Council's approved capital programme
- Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations
- Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations
- Authorise action for the recovery of debts
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements on the Council's behalf
- Make all necessary arrangements for the Council's insurances
- To write off debts of up to £100 where the sum is considered irrecoverable (Town Clerk and RFO)
- Conduct rent reviews

Staffing Matters

The Town clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- Advising Council on proper terms and conditions of employment and levels of staffing.
- Appointments to posts including apprentices and temporary staff
- Preparation of the job description and person specification
- The approval of individual salary gradings within any job grading structure approved by the Council
- Management of staff performance
- Control of discipline and performance, including the power of suspension
- Exercise of disciplinary and grievance procedures in accordance with the Council's procedures
- Determine approved duties for the payment of travel expenses to Members and Officers where they represent the Council outside of the Council area
- Approve payment of overtime
- Agree minor variations to the condition of employment
- Implement and monitor the arrangement for annual leave, TOIL (time off in lieu), flexi time, sickness absence, maternity, and paternity leave in accordance with the Council's policies
- Authorise training in line with the Council's policies
- The approval of financial allowances to staff for travelling and subsistence
- Authorise the provision of uniforms or protective clothing
- Negotiate settlements on behalf of the Council for the Staffing Committee to agree in relation to any proceedings in an Employment Tribunal

- Agree to premature retirement on the ground of duly certified ill health in accordance with Council's procedures
- Terminate employment during probation
- Commission legal and professional advice on staffing matters

Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:

- The granting or refusal of the Council's consent under the terms of any lease, licence or tenancy
- The granting or refusal of easements, wayleaves and licences over Council land
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Directing the custody of Council property and documents in accordance with the provisions of the Local Government Act 1972 s.226
- Exercising responsibility for the safe custody and maintenance of the civic regalia
- To make applications for all statutory consents necessitated by an approved Council proposal or development
- To place architectural, quantity surveying, civil engineering and other similar specialist work with outside agencies within the appropriate fee scale and the Council's relevant estimates, Standing orders and Financial Regulations
- To appoint the Principle Contractor and Planning Supervisors for the purposes of the Construction (Design and Management) Regulations.
- To requisition off site services in respect of any construction contract approved by the Council

Urgency

The Town Clerk is authorised subject to Financial Regulations, to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee. The Leader of the Council and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

Emergency Planning

The Town Clerk is authorised to implement the Council's *Business Continuity Action Plan* and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee. The Leader of the Council & the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

Procedural

The Town Clerk can:

- Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under the Council's control
- Serve requests for information as to ownership and other interest in land for the purposes of any function under the Council's control
- Appoint consultants and other professionals to carry out any function and provide any service under the Council's control

Health and Safety at Work Act 1974

To oversee the discharge of the Council's responsibilities under the Act

Legal Proceedings

The Town Clerk is authorised to:

- Instruct solicitors, Counsel or agents to act on behalf of the Council as required
- Subject to prior consultation with the Chairman of Council and/or relevant Committee Chairman, to take and defend proceedings in any court or tribunal
 - Seek injunctions and commence proceedings for the purpose of: #Enforcement in accordance with the Council's policies
 - Recovering money due to the Council

- Recovering or otherwise preserving possession of the Council's land or property
- Defending the interests of the Council
- Appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council
- Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation
- Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers
- Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders
- Be the proper Officer for the Co-ordination and operation for the legal requirements under General Data Protection Regulations (GDPR) and the Freedom of Information Act 2000
- Serve Requisitions for Information

Services

The Town Clerk is authorised to control and manage the following day to day services of the Council within the agreed annual budgets and subject to Council policies and procedures:

- Charter and standard Markets
- Community Minibus'
- Events and activities programme
- Christmas Lighting scheme and hanging basket decorations
- Allotments sites
- Recreation Grounds
- Skate Park
- Cemeteries
- Public Conveniences
- Website and social media
- Council publications
- Public consultations
- Electoral Matters
- Member Training
- IT and Communication systems
- Any other day to day service the Council may implement

POLICY & RESOURCES COMMITTEE

Wednesday 1st April 2026

7:00 p.m.

Cllr A. Watts – Chairman
Cllr J Parsons – Deputy Chairman
Cllr J. Lea
*Cllr S Kane
Cllr S. Yerrell
*Cllr M. Markham
*Cllr H. Kane - Chairman
*Cllr A. Crowley
Cllr S. Heather
*Cllr B. Tomlinson

* Denotes Members present.

In attendance: Town Clerk and RFO

In the absence of the Chairman and Vice-Chairman, it was proposed by Cllr S Heather, seconded by Cllr S Kane and
RESOLVED (unanimously): that Cllr H Kane be elected Chairman for the meeting.

629/26 **Recording of Meetings:** The notice was duly read to the meeting.

630/26 **Apologies for Absence:** Apologies for Absence were received from Cllr A Watts, Cllr S Yerrell. Cllr J Lea.

631/26 **Disclosures of Interest:**

Member	Item	Interest	Reason	Action
Cllr S Kane , Cllr H Kane	Abbey filling station	Non-Pecuniary	Customer	Remained
Cllr A Crowley	Beymore	Non-Pecuniary	Customer	Remained
Cllr A Crowley	L&J Hall digging	Non-Pecuniary	Customer	Remained
Trustees Cllr H Kane, Cllr S Kane Cllr M Markham	Youth 2000	Non-Pecuniary	Customer	Remained

632/26 **Public Questions:** There were no public questions.

633/26 **GDPR:** The Data Retention and Privacy Notice was reviewed and it was
RESOLVED – THAT The documents were reviewed by the Council.
It was proposed by Cllr H Kane, seconded by Cllr S Heather and
RESOLVED (unanimously): that the Data Retention and Privacy Notice be adopted.

- 634/26 **ECC Update:** Cllr Sam Kane gave an update to Councillors on Local Government Reorganisation, noting the Government's decision to move to five unitary authorities in Greater Essex, with changes expected by 2028. Members noted that Waltham Abbey Town Council has been successful in securing funding through the Love Your Bus Round 2 (2025/26) grant, supported by Cllr Sam Kane in his capacity as Essex County Councillor. The funding will support a trial £1 fare for under 19s on Routes 13/14/15/16 (up to £50,000, usage dependent) and the production of 2,000 printed bus timetables (£1,500) for residents without digital access. It was noted this will improve accessibility and affordability of local transport. A formal Grant Agreement is expected in April, after which the scheme will be progressed with Essex County Council and the bus operator.
- 635/26 **Accounts Paid:** The report was duly noted, and it was

RESOLVED – THAT the accounts paid, and reimbursements made on the authority of two members dated 18/02/26 and 11/03/26 be confirmed and approved.
- 636/26 **Status List:** The report was duly noted. It was agreed that the Town Mead Pavilion building be referred to the Leisure and Community Committee for review of its condition, cost implications, and proposals received, with recommendations to be brought back to Policy and Resources Committee. Members also discussed the tennis facilities and suggested that this be considered by the Leisure and Community Committee. Members requested that Investigations into viability of council assets to be bought to a future meeting.
- 637/26 **Budget Monitoring Report:** The report was duly noted.
- 638/26 **Direct Debits, Standing Orders and Transfers dated 01/02/26 - 28/02/26:**
The report was duly noted.
- 639/26 **Imprest Account Payments dated 01/02/26 - 28/02/26:** The report was duly noted.
- 640/26 **Current Bank Reconciliation Statements dated 28/02/26:** The report was duly noted.
- 641/26 **CCLA Statement:** The statement was duly noted.
- 642/26 **Internal Audit Plan:** The plan was duly noted. The RFO gave a verbal update on the audit plan in relation to the website. Resolved that the RFO Investigate costings in relation to the website. Proposed Cllr H Kane and seconded by Cllr S Heather and agreed unanimously.
- 643/26 **Members Code of Conduct:** The report was duly noted, and it was

RESOLVED - THAT The Code of Conduct was considered by the Council. It was proposed by Cllr H Kane , seconded by Cllr S Heather and
RESOLVED (unanimously): that the Members' Code of Conduct be adopted.

644/26 Items to be added to the next agenda for discussion: Members requested that a report be brought to a future meeting on the Tourist Information Centre for review. This was requested that this be brought to the next Policy and resource meeting for discussion. Members requested that a report on the Town Mead Pavilion be submitted to the Leisure and Community Committee, including costings and proposals received, for review.

645/26 Exclusion of Press and Public: It was moved by the chairman and
RESOLVED – THAT due to the confidential nature of the following items to be discussed, the press and public will be temporarily excluded from the meeting.

646/26 Budget Monitoring Detailed Accounts: The report was duly noted.

647/26 Grant Applications: The report was reviewed and it was

RESOLVED-THAT The Town Council has not awarded a grant at this time.

Cllr H Kane Chairman
Closed the meeting at 2045 hours

PLANNING & LICENSING SUBCOMMITTEE
Monday 13th April 2026 at 7.00pm

*Cllr S Heather
*Cllr H Kane
*Cllr A Crowley
*Cllr B Tomlinson
Cllr M Markham
*Cllr S Kane

* Denotes Members present.

In Attendance: With the Town Clerk

- 648/26 **Recording of Meetings:** The notice was duly noted.
- 649/26 **Apologies for Absence:** Cllr M Markham
- 650/26 **Disclosure of Interest:** There were no disclosures of interest.
- 651/26 **EPF/0595/26 Netherhouse Farm, Sewardstone Road, Waltham Abbey E4 7RJ**
Demolition of existing building and erection of new commercial unit.

RECOMMEND: No objection
- 652/26 **EPF/0607/26 7 Kestrel Road, Waltham Abbey EN9 3NB**
"TPO/EPF/05/92 (Ref: T10 & T11)
T1: Sycamore-Reduce by up to 2m Height and up to 1.5m width, as specified.
T2: Ash-Reduce by up to 2m height and up to 2m width, As specified.

NB: the permitted specification of works is detailed in the conditions b"

RECOMMEND: No objection
- 653/26 **EPF/0662/26 32 Monkwood Avenue, Waltham Abbey EN9 1LB**
Variation of Condition 2 Plan numbers of EPF/1452/25 (Erection of a first-floor rear extension and installation of new window to flank elevation).

RECOMMEND: No objection

COMMENTS: Members refer to the officers. Condition 2 unknown.
- 654/26 **EPF/0645/26 14 Greenfield Street, Waltham Abbey EN9 1HJ**
Retrospective – Conversion of existing garage into habitable space.

RECOMMEND: No objection

655/26 EPF/0671/26 14 Wren Drive, Waltham Abbey EN9 3TX
Proposed loft conversion.

RECOMMEND: No objection

656/26 EPF/0635/26 1-25 Windsor Wood, Waltham Abbey EN9 1LY
"TPO/EPF/10/90 (Ref: T3, G2)

T1: Rowan-Crown reduce to clear lamp by up to 1m, as specified. Crown lift over path by up to 2.4m, as specified.

T2: Sycamore – Reduce tree past previous pruning points to leave at a standing height of 7m above ground level, as specified.

T3 & T4: Sycamore – Crown reduce to align with T2, as specified.

NB: The permitted specification of works is detailed in the conditions below."

RECOMMEND: No objection

657/26 EPF/0646/26 Lower Cottage, Daws Hill, Waltham Abbey E4 7QU
"TPO/EPF/01/05 (Ref: T6)

T4: White Beam – Fell and replace, as specified.

NB: The permitted specification of works is detailed in the conditions below."

RECOMMEND: No objection

658/26 EPF/0674/26 Lower Cottage, Daws Hill, Waltham Abbey E4 7QU
"TPO/EPF/01/05 (Ref: T2, T4 T5)

T1 & T2: Oak – Crown reduce height and spread by up to 2m, as specified.

T3: Norway Maple – Crown reduce height and spread by up to 2m, as specified.

NB: The permitted specification of works is detailed in the conditions below."

RECOMMEND: No objection

Chairman Cllr S J Heather
Closed the Meeting at 19:30 Hours

MINUTES OF A MEETING OF WALTHAM ABBEY TOWN COUNCIL
HELD Wednesday 22nd April 2026 at 7pm

*Cllr M Markham – Chairman
*Cllr A Crowley – Deputy Chairman
*Cllr H Kane
*Cllr S Yerrell
*Cllr S J Heather
*Cllr S Kane
Cllr J Parsons
*Cllr B Tomlinson
*Cllr A Watts

* Denotes Members present.

In attendance: With the Town Clerk and Reverend Peter Smith.

- 659/26 **Recording of Meetings:** The notice was duly read to the meeting.
- 660/26 **Apologies for Absence:** Apologies were received from Cllr J Parsons.
- 661/26 **Disclosures of Interest:** There were no disclosures of interest.
- 662/26 **Minutes:** RESOLVED – THAT The minutes of the Full Council Meeting held on 25th March 2026, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Mayor.
- 663/26 **Questions:** There were no member questions.
- 664/26 **Public Questions:** There were no public questions.
- 665/26 **Minutes and Reports:** It was moved by the Chairman en mass and

RESOLVED - THAT the Minutes, Resolutions, Recommendations and Observations therein below, be approved and adopted.
- 666/26 **Motions:** There were no motions.
- 667/26 **Mayor's Announcements, Correspondence and Engagements:**
The Mayor provided a verbal update on the engagements and events she has attended over the past year.
The Mayor noted that she has attended a wide range of community events and expressed that she has greatly valued and enjoyed representing the Town Council at these occasions.
The Mayor informed Members that she is looking forward to the St George's Day event on 23 April and to celebrating with the community at the Town Hall.
As this was the final Full Council meeting of her term, the Mayor expressed her sincere thanks to fellow Councillors, the Town Clerk, and Reverend Peter Smith for their support throughout the year. She also gave particular thanks to Councillor A. Crowley, Deputy Mayor, for his continued support during her mayoral year.

668/26 **Council Calendar:** It was

RESOLVED - That the Tennis Community Day be added to the Council calendar on 4th July, and that the Council welcomes stallholders to participate in the event.

669/26 **Co-Option:** It was

RESOLVED - That the co-option item, originally listed for consideration in private session, be taken in public session

Following a review of applications and interviews conducted by the Council, Members proceeded to consider the co-option, it was

RESOLVED - That Naim Zaman be co-opted as a Councillor to Waltham Abbey Town Council. Proposed by the Mayor, Councillor Maria Markham, and seconded by Councillor A. Crowley, Deputy Mayor it was carried by majority.

670/26 **Items to be added to the next agenda for discussion:**

No Items.

671/26 **Exclusion of Press and Public:** The meeting was hereby concluded with no confidential items to discuss.

Clr M Markham 20:15 Hours
Chairman of the Meeting