



## Ilfracombe Town Council

### Annual Meeting – Monday 11<sup>th</sup> May 2026 at 6.00 pm

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44 High Street  
Ilfracombe  
EX34 9QB  
Tel: 01271 855300

**To Councillors, M Fay (Chair/Mayor), J Williams (Deputy Mayor), B Gear, G Coulter, T Elliott, G Schofield, P Crabb, D Turton, D Williams, M Newland, T Huggins, T Ebert, N Basil, J Quinn, J Irwin.**

You are hereby summoned to attend the **Annual Meeting of the Council** to be held on **11<sup>th</sup> May 2026** at **18:00** in **Council Chambers, The Ilfracombe Centre, 44 High Street, Ilfracombe** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admission to Meetings) Act 1960 members of the public are welcome to attend.

A handwritten signature in black ink, appearing to read 'Laura Donovan'.

Laura Donovan  
Proper Officer  
[clerk@ilfracombetowncouncil.gov.uk](mailto:clerk@ilfracombetowncouncil.gov.uk)

6<sup>th</sup> May 2026

## **AGENDA**

1. Election of the Mayor for the Year 2026-27
2. Election of the Deputy Mayor for the Year 2026-27
3. To receive Mayor's & Deputy Mayors declaration of acceptance of office
4. To receive apologies and reasons for absence
5. To receive any dispensations and declarations of interest
6. To approve and adopt the minutes of the Annual Meeting of 12th May 2025
7. Responsible Finance Officer Reports
  - 7.1. ITC 26036 – Year-end annual Financial Accounts and Statements 2025-26
  - 7.2. ITC 26037 – Draft Audit of Financial Accounts for AGAR 2025-26 – to review draft AGAR – to be agreed June 2026 Full Council
8. To receive annual reports from Mayor/Chairs of Committees/Working Group
  - 8.1. Annual Report from Mayor
  - 8.2. Annual Report from Chair of F&GP
  - 8.3. Annual Report from Chair of Staffing
  - 8.4. Annual Report from Chair of Planning
  - 8.5. Annual Report from Chair of Devolution and LGR



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- 8.6. Annual Report from Police
9. Adoption of Standing Orders and Council Financial regulations for the year 2026-27
10. Adoption of General and Financial Risk Assessment 2025-26
11. Adoption of Members' Code of Conduct 2026-27
12. Confirm eligibility and adoption of terms relating to General Power of Competence - Localism Act 2011 s1-8
13. To review and adopt Terms of Reference for committees:
  - 13.1. Planning & Environmental
  - 13.2. Finance & General Purposes
  - 13.3. Staffing
  - 13.4. Devolution & LGR
14. Appointment of members for the following committees:
  - 14.1. Planning & Environmental (7)
  - 14.2. Finance & General Purposes (9)
  - 14.3. Staffing (5)
  - 14.4. Devolution & LGR (5-7)
15. To agree Town Council Directors on One Ilfracombe Board
16. To agree Town Council Trustees of Vision Centre



**ILFRACOMBE TOWN COUNCIL  
ANNUAL MEETING OF THE COUNCIL MINUTES 25 – 05  
THE ILFRACOMBE CENTRE, HIGH STREET, ILFRACOMBE, DEVON, EX34 9QB, 01271 855300**

**Minutes of the Annual Meeting held at 6.30pm on Monday 12<sup>th</sup> May 2025**

**Members Present:**

Councillors: D Turton, P Coates, G Coulter, T Ebert, T Elliott, M Fay (Mayor Elect), B Gear, T Huggins (arrived late), M Newland (arrived late), G Schofield, N Townsend, D Williams, J Williams (Deputy Mayor Elect), J Quinn, J Irwin, N Basil

**Officers Present:**

L Donovan (Proper Officer), C Coombs (Responsible Finance Officer), I Howard (Minute Taker), Charmain Lovett (Project Officer)

**Other Present:** Freeman Edmunds and two members of the public were present.

**A2505 – 1 To install into Office, the Mayor of Ilfracombe Town Council for the Year 2025-26**

The outgoing Mayor Cllr Turton welcomed the assembled. The Proper Officer then declared that Cllr Fay had been nominated for the role of Mayor for this year. Due to this, Cllr Fay was duly appointed to service for the term 2025-26. The Mayor signed his declaration of acceptance.

Cllr Turton passed the chair of the meeting back to Mayor Cllr Fay.

**A2505 – 2 To install into Office, the Deputy Mayor of Ilfracombe Town Council for the Year 2025-26**

The Proper Officer declared that Cllr J Williams was the only nomination for Deputy Mayor. Due to this, Cllr J Williams was duly appointed to service for the term 2025-26. The Deputy Mayor signed her declaration of acceptance.

**A2505 – 3 To acknowledge outgoing Mayoral Cadet**

Cllr Fay congratulated the outgoing Mayoral Cadet with a certificate and badge, no Mayoral Cadet for the term 2025-26 has been installed as of yet.

**A2505 – 4 To receive apologies and any declarations of interest**

Cllrs Crabb and Perrin sent apologies for this meeting. No declarations of interest had been received.

**A2505 – 5 To approve and adopt the minutes of the Annual Meeting of 13th May 2024**

The minutes from last year's Annual General Meeting were proposed for approval by Cllr Fay and seconded by Cllr D Williams with all in favour apart from one abstention.

**A2505 – 6 Responsible Finance Officer Report**

- a. **ITC 25010 – Year end annual Financial Report** – This report was circulated to member's previous to the meeting and had been recommended to council by F&GP. Cllr Fay proposed that this report be approved, this was seconded by Cllr J Williams with all in favour.

**b. ITC 25011 – Audit of Financial Accounts for AGAR 2024-25 – to adopt the Resolution ‘To agree the Annual Governance Statement for passing to the External Auditor’** – The RFO gave a brief explanation of what was included in this report, she noted that she needed signatures on this document tonight but aside from this it was highlighted that the internal auditor, Paul, was content with the accounts. Motion to for approval of these accounts to be passed to the external auditor was proposed by Cllr Fay, seconded by Cllr Schofield with all in favour. Cllr Turton and the PO signed the relevant documentation.

**A2505 – 7 To receive annual reports from Mayor/Chairs of Committees/Working Group**

- a. ITC 25012 – Annual Report from outgoing Mayor** – Noted.
- b. ITC 25013 – Annual Report from Chair of F&GP** – The RFO explained that a slight amendment will be made to ensure figures are accurate, these figures were circulated to members. The rest of the report was noted.
- c. ITC 25014 – Annual Report from Chair of Staffing** – Noted.
- d. ITC 25015 – Annual Report from Chair of Planning** – Noted.

**A2505 – 8 Adoption of Standing Orders and Council Financial regulations for the year 2025-26**

The PO noted the amendments to the Standing Orders as highlighted in page 3 and in yellow in the Financial Regulations. Following this, Cllr Fay proposed adoption of these documents, with said amendments, this was seconded by Cllr Coulter with all in favour.

Cllr Huggins arrived at this point (18:45).

**A2505 – 9 Adoption of Members’ Code of Conduct 2025-26**

The Members’ Code of Conduct 2024-25 was proposed for adoption by Cllr Fay, seconded by Cllr J Williams with all in favour.

**A2505 – 10 To review and adopt the Terms of Reference for:**

- a. Planning & Environmental:** Cllr J Williams proposed that this item be defer to Junes Full Council meeting due to currently not having sufficient members and needing more time to encourage members to join. This was seconded by Cllr Schofield with all in favour.
- b. Finance & General Purposes:** Motion to adopt the Terms of Reference was proposed by Cllr Fay, seconded by Cllr Gear with all in favour.
- c. Staffing:** Motion to adopt the Terms of Reference was proposed by Cllr Fay, seconded by Cllr Gear with all in favour apart from one abstention.

**A2505 – 11 Appointment of members for the following committees:**

- a. Planning & Environmental (9):** Following the proposal in item 10a, Cllr J Williams put through further proposal to keep the existing committee members for the Planning Committee meeting between now and the June Full Council where the membership will be decide. This was seconded by Cllr Newland with all in favour.
- b. Finance & General Purposes (9):** 9 Councillors had applied for membership which was the full number required so no vote was necessary. A full list of members include Cllrs Turton, Quinn, Huggins, Gear, Basil, Crabb, Irwin, Coulter as well as either the Mayor or Deputy Mayor.

Cllr Newland arrived at this point (18:52).

- c. **Staffing (5):** 6 Councillors had applied for membership, however, with only 5 spaces being available, Cllr Fay proposed a secret ballot take place, this was seconded by Cllr Schofield with all in favour apart from 3 abstentions. The ballot resulted in Cllrs Mark, Crabb, Coulter, Gear and Irwin gaining membership.

**A2505 – 12 Appointment of authorised signatories**

The appointment of authorised signatories was proposed to stay the same as the existing by Cllr Fay due to the process involved in changing these, this was seconded by Cllr Schofield with all in favour.

**A2505 – 13 To agree Town Council Directors on One Ilfracombe Board**

Cllr Turton volunteered to carry on with his position on the board, this was also said by Cllr Crabb prior to the meeting. With no other names put forward, all members were in favour for Cllrs Turton and Crabb to be directors on the board apart from 2 abstentions.

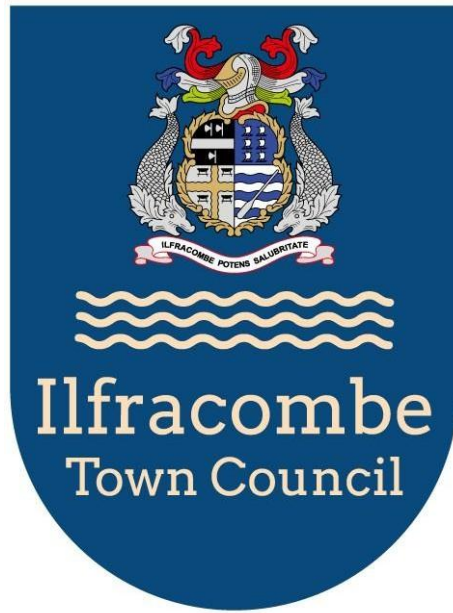
**A2505 – 14 To agree Town Council Trustees of Vision Centre**

Cllrs D Williams and Elliott have volunteered to continue as Town Council Trustees of the Vision Centre. Cllr Fay proposed these positions, this was seconded by Cllr Turton with all in favour.

The meeting was declared closed by the Chair at 7:03pm, the next meeting will be held in May 2026 at a date to be determined.

Cllr Mark Fay  
Chair  
Ilfracombe Town Council

12<sup>th</sup> May 2025



**Ilfracombe Town Council**

**Year-end Annual Financial Accounts and Statements – 2025/26**

**ITC 26036**

**Index****Iffracombe Town Council – Year end Annual Financial Accounts and Statements**

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(Page numbers in top Right Corner)

## Year end Account Statement

Bank Accounts	Business Account - 00116559	Commercial Call Account - 07111498 (Working Reserves)	CCLA - Working Reserve	CCLA - Specified Reserve	Lloyds Charge Card	Reception Cashier Safe	Petty Cash - Office	Petty Cash - Reception	Lloyds Cardnet	Other Income & Expenditure Due - Stripe	Total Funds held
<b>Bank Statement 31/03/25</b>	£8,859.29	£26,881.48	£200,000.00	£283,402.63	£526.98	£400.00	£13.04	£20.34	£0.00	£0.00	£519,049.80
<b>Bank Statement 31/03/26</b>	£180,061.69	£27,051.92	£225,000.00	£301,191.31	£847.79	£190.00	£0.83	£4.12	£55.02	£0.00	£732,707.10
<b>Income /receipts*</b>	£2,153,999.17	£0.00	£0.00	£0.00	£0.00	£11,739.70	£1,688.36	£0.00	£15,199.32	£13,422.79	£2,196,049.34
<b>Interest in</b>	£0.00	£170.44	£8,852.95	£12,645.55	£34.76	£0.00	£0.00	£0.00	£0.00	£0.00	£21,703.70
<b>Transfers in to account (not income)</b>	£64,869.50	£25,000.00	£25,000.00	£30,907.49	£8,064.87	£0.80	£104.00	£195.80	£0.00	£0.00	£154,142.46
<b>Expenditure in month includes VAT repayment where appropriate)</b>	£1,993,299.97	£0.00	£0.00	£0.00	£8,420.44	£36.76	£91.21	£211.22	£0.00	£0.00	£2,002,059.60
<b>Bank Charges</b>	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£266.02	£0.00	£266.02
<b>Transfers out of account</b>	£54,366.03	£25,000.00	£8,852.95	£25,000.00	£0.00	£11,913.74	£1,713.36	£0.80	£14,878.28	£13,422.79	£155,147.95
<b>Bank Statement 31/03/26</b>	£180,061.96	£27,051.92	£225,000.00	£301,955.67	£847.79	£190.00	£0.83	£4.12	£55.02	£0.00	£733,471.73
<b>Debtors (+)</b>										£1,023.54	£1,023.54
<b>Unpresented cheques (-)</b>										£0.00	£0.00
<b>Vat repayment due (-)</b>										£46.75	£46.75
<b>Creditors Invoices for payment (-)</b>										£17,684.46	£17,684.46
<b>Actual</b>	£180,061.96	£27,051.92	£225,000.00	£301,955.67	£847.79	£190.00	£0.83	£4.12	£55.02	£16,707.67	£716,764.06

<b>Income Vs Expenditure</b>	<b>£0.00</b>
<b>Income</b>	<b>£2,217,753.04</b>
<b>Expenditure</b>	<b>£2,002,325.62</b>
<b>Balance</b>	<b>£215,427.42</b>
<b>Working Reserves - Year Start</b>	<b>£200,000.00</b>
YTD In	£33,852.95
YTD Out	£8,852.95
YTD Total	<b>£225,000.00</b>
<b>Specified Reserves Year Start</b>	<b>£283,402.63</b>
YTD In	£43,553.04
YTD Out	£25,000.00
YTD Total	<b>£301,955.67</b>
<b>Commercial Account Drip fund - Year Start</b>	<b>£26,881.48</b>
YTD In	£25,170.44
YTD Out	£25,000.00
YTD Total	<b>£27,051.92</b>

Reserves not included see below for these

## Profit and Loss Report (by nominal codes)

01 April, 2025 - 31 March, 2026

Analysis Type: All, Analysis Category: All

### Sales

4001 - Photocopier Reimbursement	202.52
4003 - Utility Cross Charges	1,683.13
4007 - Licenced User Room Hire	48,087.17
4010 - Other Occasional Room Hire	15,781.46
4011 - Other Hire	73.52
4013 - PCN reimbursements	1,741.68
4014 - Car Park Main Income - Ringgo payment	109,342.51
4015 - Car Park Permit adjustment	600.00
4016 - Car Park Permit	40,248.03
4017 - Car Park Main Income - Ticket sales Electronic	89,040.58
4018 - Car Park Main Income - Cash	21,452.71
4019 - Other Car Park income	1,673.33
4025 - EV - Popd Point Income	11,185.65
4200 - Sale of Assets and excess inventory	41.67
4301 - Merseyside fire Service Loan	1,000,000.00
4600 - Grants & Donations	27,056.41
4603 - Precept	529,056.00
4900 - Other income	8,384.15
4910 - Carriage on Sales	64.55
6200 - Advertising - Income	600.00
7489 - Other Cross Charges	210.15
7495 - Salary Cross Charges - PCN	176,284.32
7496 - Salary Cross Charges - One ilfracombe	32,913.11

7497 - Salary Administration Cross Charges - One Ilfracombe	164.00	
7622 - Toilet Door Income - Electronic	1,743.69	
	<b>Total Sales</b>	<b>£2,117,630.34</b>

### Direct Expenses

4501 - Christmas Expenditure	2,399.69
4601 - Grants Given	24,225.00
4611 - Refund	9,572.76
5001 - Car Park Expenditure - Service Charges	8,066.00
5002 - Car Park Expenditure Machine Maintenance and Service	3,680.79
5003 - Car Park Expenditure - Tariff Changes and Miscellaneous	1,398.96
5004 - Electric Charging Points	366.06
5060 - Other Direct Expenses	7,428.41
5104 - Administration - Worknest	3,264.78
5105 - Postage	77.38
5301 - Trade Waste	1,896.52
5302 - Sanitary Waste	123.84
5303 - Recycling Collections	528.29
5307 - Lifts servicing and tests	1,152.42
5308 - Alarms servicing and testing	483.50
5309 - Fire Equipment servicing and testing	1,868.88
5310 - Keyholder Service	750.00
5311 - Servicing and Maintenance Town Clock	3,240.00
5312 - Gifts and Gratuities	411.82
5313 - Maintenance Contract - Other	1,726.55
5314 - Maintenance and Servicing CCTV	893.94
5315 - Health , Safety and security	2,955.26
5328 - Volunteer Events - Expenditure	830.97
5337 - Call out charges	145.80
5601 - Refreshments for Room Hire	112.84

6201 - Advertising - Expenditure	19.75	
6301 - Sundry Items	209.08	
6424 - Uniform - Work Wear	1,444.54	
7301 - Fuel for Equipment (Groundswork)	41.78	
7491 - Hosting Fee - One Ilfracombe	14,362.42	
7531 - Broadband and Wifi	960.94	
7541 - IT Expenditure - Other including Software	1,643.15	
7551 - Photocopier Rental	1,360.80	
7552 - Photocopier - Remote Billing	1,070.11	
7611 - Accountancy Software	441.00	
7641 - External Room Hire	138.99	
7810 - CleaningSupplies	3,293.52	
7811 - Cleaning Equipment - Tools	119.79	
7812 - Cleaning Services	11,260.31	
7813 - Tools for Maintenance Team General	654.66	
7821 - Tools for Facilities and Maintenance Team assets	4,007.45	
8301 - Expenses - Members	253.00	
8302 - Expenses - Volunteers	15.00	
8303 - Expenses - Miscellaneous - Staff	808.64	
8420 - Miscellaneous Building expenditure	15,644.07	
8421 - General Maintenance Supplies	2,328.14	
8422 - Gardens and Groundswork	1,446.29	
	<b>Total Direct Expenses</b>	<b>£139,123.89</b>
	<b>GROSS PROFIT / LOSS</b>	<b>£1,978,506.45</b>

### Overheads

2601 - Long term Loans & Mortgages Repayments - Interest	42,169.04
2602 - Long Term Loans and Mortgage Repayments - Principal Payments	8,859.64
5316 - Resilliance Monitoring	155.00
5318 - Regulatory Servicing and Maintenance	520.00

6000 - Marketing	1,140.64
7100 - Rent	7,000.00
7110 - Water Rates	9,550.18
7121 - Business Rates	51,938.16
7200 - Electricity	25,168.96
7210 - Gas & Oil	9,250.62
7300 - Vehicle Fuel	1,961.29
7310 - Vehicle MOT and Servicing	752.43
7320 - Vehicle Licences - DVLA	692.50
7330 - Vehicle Insurance	2,509.89
7340 - Miscellaneous Repairs and Vehicle Expenses	68.30
7400 - Parking and Travel Expenses	482.81
7420 - Hotel and Accommodation	306.17
7490 - Redunancy and Pay in Lieu of AL	23,126.21
7494 - DCC Pension Payments	167.52
7498 - Salary Administration Cost	1,736.17
7499 - Salary Recharges - NDC	577,618.41
7500 - Printing	411.94
7510 - Postage and Carriage	87.97
7520 - Office Stationery and Office Supplies	695.44
7521 - Office Furniture	800.00
7530 - Telephone	534.36
7549 - New IT Equipment Assets	4,215.02
7550 - Computer NDC Costs	9,599.67
7560 - Mobile Charges	429.78
7600 - Legal Fees	8,813.46
7610 - Accountancy Fees	1,990.00
7613 - Audit and Governance	2,100.00
7621 - Professional Organisation subscriptions	2,071.16

7630 - Business Insurance	15,665.86	
7640 - Equipment Hire	710.00	
7800 - Repairs and Renewals	14,110.83	
7900 - Bank Charges (Gross)	-20,673.32	
8011 - Property Purchase	935,000.00	
8012 - Stamp Duty	35,250.00	
8230 - Training Costs	5,212.00	
8240 - Refreshments	1,630.85	
8305 - Volunteer Work Wear	164.73	
	<b>Total Overheads</b>	<b>£1,783,993.69</b>
<b>NET PROFIT / LOSS</b>		<b>£194,512.76</b>

## Budget Summary Sheet

Dept	Income	expenditure	Budget Changes	profit/loss	Actual Income to Date	Actual Expenditure to date	Actual profit/loss to date
<b>None(bank interest/charges)</b>	£19,000.00	£150.00	£0.00	£18,850.00	£0.00	-£20,672.52	£20,672.52
<b>Town council (1)</b>	£529,056.00	£571,689.00	£0.00	-£42,633.00	£547,235.23	£510,463.72	£36,771.51
<b>Ifracombe Centre (2)</b>	£24,000.00	£33,175.00	£0.00	-£9,175.00	£27,451.09	£34,039.50	-£6,588.41
<b>Lantern Centre (3)</b>	£35,000.00	£29,975.00	£0.00	£5,025.00	£31,355.95	£50,354.09	-£18,998.14
<b>Lee Bay Toilets (5)</b>	£500.00	£4,900.00	£0.00	-£4,400.00	£2,235.13	£7,192.14	-£4,957.01
<b>Ropery Road Car Park (7)</b>	£165,500.00	£84,100.00	£0.00	£81,400.00	£209,387.73	£85,992.48	£123,395.25
<b>Cheyne Beach Car Park (8)</b>	£22,750.00	£6,050.00	£0.00	£16,700.00	£26,808.33	£5,881.65	£20,926.68
<b>Memorial Gardens (9)</b>	£0.00	£1,500.00	£0.00	-£1,500.00	£0.00	£269.73	-£269.73
<b>Solar Panels (10)</b>	£500.00	£250.00	£0.00	£250.00	£0.00	£0.00	£0.00
<b>Mayor (12)</b>	£0.00	£500.00	£0.00	-£500.00	£0.00	£293.00	-£293.00
<b>Work Hub (13)</b>	£3,000.00	£4,000.00	£0.00	-£1,000.00	£5,232.48	£3,130.53	£2,101.95
<b>Facilities and Maintenance Group (14)</b>	£0.00	£25,545.00	-£1,250.00	-£26,795.00	£1,565.80	£14,843.74	-£13,277.94
<b>Admin and Clerical Group (15)</b>	£0.00	£3,250.00	£0.00	-£3,250.00	£0.00	£1,221.89	-£1,221.89
<b>Town Clerk/Proper Officer (16)</b>	£0.00	£4,900.00	£0.00	-£4,900.00	£0.00	£5,033.92	-£5,033.92
<b>Programmes and Projects Group (17)</b>	£750.00	£3,425.00	-£1,632.75	-£4,307.75	£7,617.36	£6,826.37	£790.99
<b>One Ifracombe (18)</b>	£30,200.00	£30,200.00	£0.00	£0.00	£26,115.85	£26,114.01	£1.84
<b>Town Crier (19)</b>	£0.00	£1,320.00	-£851.94	-£2,171.94	£200.00	£995.29	-£795.29
<b>Town Council Members (20)</b>	£0.00	£1,200.00	£0.00	-£1,200.00	£0.00	£175.00	-£175.00
<b>Vision Centre (21)</b>	£0.00	£0.00	£0.00	£0.00	£365.48	£357.19	£8.29
<b>PCN WellBeing Team (22)</b>	£160,240.00	£137,267.00	£0.00	£22,973.00	£176,289.82	£158,843.15	£17,446.67
<b>One Northern Devon (23)</b>	£10,550.00	£10,550.00	£0.00	£0.00	£13,611.40	£13,611.40	£0.00
<b>Marketing (24)</b>	£0.00	£5,000.00	£0.00	-£5,000.00	£0.00	£1,313.44	-£1,313.44
<b>Greenclose Road (25)</b>	£0.00	£8,600.00	£0.00	-£8,600.00	£0.00	£5,907.16	-£5,907.16
<b>Civic Events (27)</b>	£0.00	£6,900.00	-£163.33	-£7,063.33	£518.33	£4,076.34	-£3,558.01
<b>Ifracombe Toilets (28)</b>	£14,000.00	£40,500.00	£0.00	-£26,500.00	£1,798.08	£17,036.90	-£15,238.82
<b>Bike Sheds (29)</b>	£0.00	£100.00	£0.00	-£100.00	£0.00	£0.00	£0.00
<b>High Street Car Park</b>	£0.00	£0.00	£22,054.54	£22,054.54	£1,039,801.48	£989,802.41	£49,999.07
<b>Skate Park (31)</b>	£0.00	£500.00	£0.00	-£500.00	£0.00	£0.00	£0.00
<b>Totals</b>	£1,015,046.00	£1,015,546.00	£18,156.52	£17,656.52	£2,117,589.54	£1,923,102.53	£194,487.01
<b>Less Precept (£529056.00)</b>	£485,990.00				£1,588,533.54		

Budget Projections			original profit /Loss	adjusted profit /loss	actual Income	Actual Expenditure	Actual Profit/loss
Q1 Projections	£253,761.50	£253,886.50	£0.00		£1,408,164.66	£302,557.39	£1,105,607.27
Q2Projections	£507,523.00	£507,773.00	£0.00		£1,858,291.08	£1,487,278.71	£371,012.37
Q3 Projections	£761,284.50	£761,659.50	£0.00		£1,982,439.69	£1,710,668.09	£271,771.60
Q4 Projections	£1,015,046.00	£1,015,546.00	£0.00		£2,108,813.81	£1,923,092.15	194,487.01

Adjusted  
Budget  
Projections

Q1 Projections	£777,512.89	£768,559.63		£8,953.26	£1,408,164.66	£302,557.39	£1,105,607.27
Q2Projections	£1,555,025.77	£1,537,119.25		£17,906.52	£1,858,291.08	£1,487,278.71	£371,012.37
Q3 Projections	£2,332,538.66	£2,305,678.88		£26,859.78	£1,982,439.69	£1,710,668.09	£271,771.60
Q4 Projections	£3,110,051.54	£3,074,238.50		£35,813.04	£2,108,813.81	£1,923,092.15	£194,487.01

These take into account changes made in the budgets agreed through the year (grey column in summary)

ASSETS	2022/23	2023/24	2024/25	Current year changes		2025/26	Comments
				additions/ appreciations	deductions / depreciation		
<b>Fixed Assets</b>			<b>total</b>			<b>total</b>	
0010 - The Ilfracombe Centre	£430,020.00	£5,510,000.00	<b>£5,063,562.00</b>	<b>£989,438.00</b>		<b>£6,053,000.00</b>	Charter Surveyor Review Jan 26
0011 - Ropery Road Site	£750,000.00	£750,000.00	£750,000.00			<b>£750,000.00</b>	Land valuation remains at cost on purchase
0012 - The Lantern Centre	£50,000.00	£7,210,000.00	£6,620,041.73	<b>£1,389,958.27</b>		<b>£8,010,000.00</b>	Charter Surveyor Review Jan 26
0020 - TMO - Truck	£0.00	<b>£5,000.00</b>	£10,000.00	<b>£2,000.00</b>	<b>£1,800.00</b>	<b>£10,200.00</b>	adjusted new van bought February 25 (12000) - Depreciation 15% per year - Go Compare
0022 - Dotto and container	£0.00	£126,000.00	£135,808.93	<b>£6,790.45</b>		<b>£142,599.38</b>	Insurance review Feb 26
0030 - All Insurance items - Specified electronic equipment	£16,748.55	£9,025.00	£40,526.51	<b>£2,026.34</b>		<b>£42,552.85</b>	Insurance review Feb 26
0031 - All Insurance Items List C & D - Computer , Electronic and Greenclose equipment	£21,414.79	£11,550.00	<b>£77,714.33</b>	<b>£3,885.73</b>		<b>£81,600.06</b>	Insurance review Feb 26
0032 - Ropery Road Assets	£10,445.00	£19,034.00	£19,986.23	<b>£999.32</b>		<b>£20,985.55</b>	Insurance review Feb 26
0040 - Fixtures and fittings - Insurance List A - Furniture, fixtures and Fittings	£46,469.00	<b>£9,457.00</b>	£97,077.68	<b>£4,853.90</b>		<b>£101,931.58</b>	Insurance review Feb 26
0041 - Fixtures and fittings - Insurance List B - other contents (inc. consumables)	£3,366.00	£9,983.00	£4,088.91	<b>£204.45</b>		<b>£4,293.36</b>	Insurance review Feb 26
0042 - Regalia and Paintings Insurance List + List G	<b>£50,778.00</b>	£106,488.00	£102,938.48	<b>£5,146.91</b>		<b>£108,085.39</b>	Insurance review Feb 26
0043 - Street Furniture Assets	£32,336.00	£119,709.00	£103,263.64	<b>£5,163.20</b>		<b>£108,426.84</b>	Insurance review Feb 26
0044 - Monuments	£0.00	£35,761.00	£47,518.32	<b>£2,375.92</b>		<b>£49,894.24</b>	Insurance review Feb 26
0045 - Groundwork Equipment	£0.00	£11,677.00	£12,261.35	<b>£613.07</b>		<b>£12,874.42</b>	Insurance review Feb 26
0046 - Toilet buildings lee	£0.00	£212,563.00	£223,191.18			<b>£223,191.18</b>	Last Reviewed Feb 25
0050 - Toilet Van	<b>£0.00</b>	£0.00	£11,000.00	<b>£685.00</b>	<b>£3,242.59</b>	<b>£8,442.41</b>	Adjusted New Van bought February 2024 - - Depreciation 15% per year - Go Compare
0051 - Hele Bay Toilet		£0.00	£45,586.80	<b>£204,826.40</b>		<b>£250,413.20</b>	New Toilet taken on in February 25
0052 - Brimlands Toilet				<b>£167,000.00</b>		<b>£167,000.00</b>	New Toilet taken on in July 2025/Charter Surveyor Review Jan 26
0053 - High Street Car Park				<b>£1,000,000.00</b>		<b>£1,000,000.00</b>	Bought in August 2025
<b>Total Fixed Assets</b>	<b>£1,411,577.34</b>	<b>£14,146,247.00</b>	<b>£13,364,566.09</b>	<b>£3,785,966.96</b>	<b>£5,042.59</b>	<b>£17,145,490.46</b>	

**Balance Sheet Report***To: 31 March, 2026***ASSETS****Fixed Assets**

0010 - The Ilfracombe Centre	6,053,000.00
0011 - Ropery Road Site	750,000.00
0012 - The Lantern Centre	8,010,000.00
0020 - TMO - Truck	10,200.00
0022 - Dotto and container	142,599.38
0030 - All Insurance items - Electronic Equipment	42,552.85
0031 - All Insurance Items List C & D	81,600.06
0032 - Ropery Road Assets	20,985.55
0040 - Fixtures and fittings - Insurance List A	101,931.58
0041 - Fixtures and fittings - Insurance List B	4,293.36
0042 - Regalia and Paintings Insurance List G	108,085.39
0043 - Street Furniture Assets	108,426.84
0044 - Monuments	49,894.24
0045 - Groundwork Equipment	12,874.42
0046 - Toilet buildings	223,191.18
0050 - Motor Vehicles - Facilities Van	8,442.41
0052 - Hele Bay Toilets	250,413.20
0053 - 0053 - Brimlands Toilets	167,000.00
0054 - 0054 - High Street Car Park	1,000,000.00

**Total Fixed Assets****£17,145,490.46****Current Assets**

1100 - Trade Debtors	1,023.54
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1200 - Business Account	180,061.69	
1210 - ITC Petty Cash	0.83	
1220 - Commercial Call - Ilfracombe Town Council	27,051.92	
1240 - ITC Reception Petty Cash	4.12	
1270 - Lloyds Cardnet	55.02	
1300 - CCLA - Working Reserves	225,000.00	
1310 - CCLA - Specified Reserves	301,191.31	
1320 - Reception Cashier Safe	190.00	
	<b>Total Current Assets</b>	<b>£734,578.43</b>
<b>TOTAL ASSETS</b>		<b>£17,880,068.89</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
1260 - Lloyds Charge Card	914.25	
2100 - Trade Creditors	17,148.51	
VAT	355.65	
2200 - VAT on Sales	-14.78	
2201 - VAT on Purchases	-146.71	
2202 - VAT Liability	517.14	
	<b>Total Current Liabilities</b>	<b>£18,418.41</b>
<b>Future Liabilities</b>		
	<b>Total Future Liabilities</b>	<b>£0.00</b>
<b>TOTAL LIABILITIES</b>		<b>£18,418.41</b>
<b>TOTAL NET ASSETS</b>		<b>£17,861,650.48</b>

**EQUITY**

3201 - VAT Adjustment on Prior Year	-10.61	
Net Profit / Loss	17,861,661.09	
<i>Net Profit / Loss (prior year(s))</i>	17,667,148.33	
<i>Net Profit / Loss (current year)</i>	194,512.76	
	<b>TOTAL EQUITY</b>	<b>£17,861,650.48</b>



## Mayor's Annual Report 2025/2026

Prepared by: Cllr Mark Fay

I am coming to the end of my year as Mayor of Ilfracombe and I must say it has been both a pleasure and an eye opener. Before I became a councillor 5 years ago, I freely admit I knew very little about local government. I had the same misconception as many others, namely: the council is “the council”, town, district and county are all the same thing really... I soon learned that wasn't true. They are three separate entities, with different roles and responsibilities, not to mention different councillors and meeting in different offices. The role of the Town Council is to lobby upwards and try to get things for Ilfracombe out of the bigger pots. My other main misconception was that my £300ish per month council tax that I pay was evenly distributed. Little did I know that the Town Council only got about £7 of that a month. So, if you are wondering what the Town Council achieves with that little slice of the pie, I urge you to look at the ITC Strategic Plan on our website. It's impressive! While you are on the website, look at the roles and responsibilities of district and county councils. It's quite enlightening. Let me summarise it:

Ilfracombe Town Council has two wards (East & West) and 18 members representing these two wards. Ilfracombe Town Council acts as the watchdog to the two other councils whilst also developing local initiatives such as, owning and managing the [Ropery Road car park](#), now the High Street car park, the [Ilfracombe Centre](#), the [Lantern Centre](#), [Luma work hub](#) , the Hele Bay, Brimlands, St James and Lee Bay Public Conveniences in **Ilfracombe** whilst supporting many community associations, activities and volunteers. These services and activities include but are not limited to:

- Important consultee on planning applications
- Local Emergency Planning
- Pride in Ilfracombe Awards
- [Ilfracombe/Ifs French Twinning Association](#)
- Volunteer Car Service
- Local events & marketing



- Strategic plan
  - Funding – local organisations
  - Business and economy – Marketing the town
  - Health and Wellbeing
  - Place and Environment

North Devon Council is the District Council for Ilfracombe. They are based in Barnstaple and provide the following services and facilities for Ilfracombe.

- Car parks, charges and fines but not our two.
- Collection of refuse & recyclables, bulky items
- Council Tax & Business Rates
- Electoral Registration
- Housing & homelessness advice
- Parks, recreation grounds, allotments, cemeteries, environmental health, pest control, noise pollution, dog control, public toilets
- Residential and business planning applications
- Building Control
- Street cleaning, litter, fly-tipping, abandoned vehicles

Devon County Council is the County Council administering Devon. They are based in Exeter and provide the following services for Ilfracombe.

- Adult learning, services to schools, school libraries, youth services
- Libraries, North Devon record Office, Festivals, The Arts
- Public transport, school transport concessionary fares, community transport, Blue Badges, Parking Permits
- Registration – Births, Deaths & Marriages
- Road maintenance, potholes, traffic management, road safety, gritting, street lighting
- Services for older people, people at risk of harm, people with physical and/or learning disabilities, carers, public health
- Waste disposal including local tips

Every time I go out and about with my chains on, I get asked a quite diverse set of questions, some of which do make me smile I



must admit. I get asked what I am going to do about the boats crossing the channel... What am I doing about the potholes... What am I doing about the abandoned buildings.... Graffiti.... Dog fouling.... Weeds.... Drain clearance... Speeding.... Anti-Social Behaviour in the High Street.... The list is long. In most cases, the issues fall to district or county council. They too are strapped for funds and so things sometimes take a lot longer than the town needs, which is quite frustrating. So as a Town Council, armed with our £7 we try and take up the slack. I'm sure you know that District decided they couldn't afford to maintain public toilets anymore and stated they would all close unless the Town Councils took them over? Well as a seaside town we couldn't let that happen so the Town Council are in the process of taking them over, despite getting no extra money to do so. We clean them, insure them and constantly fix them as they are vandalised. That's why you now pay 50p to pee!

The Town Council is really about constantly lobbying upwards and picking up the slack when nothing happens. So it's all very well me blaming everyone else for a lot of the problems in the town but we as a Town Council felt that we had to take up some more of that slack. To do that we have completely overhauled our facilities department, bolstered it and invested in it. They are now much more nimble and have much more of a "just do it" attitude. That's how we are taking up some of the slack and hopefully you will see the benefits of that in the town's appearance over the coming year. That's what you get for your £7 a month.

Each mayor puts their own slant on the role. For me, I see my year as an ambassador for Ilfracombe. I attend every civic function that I can in North Devon. I go to Barnstaple, Bideford, Great Torrington, Lynton and Lynmouth and, and and.... I tell positive stories about Ilfracombe to whoever will listen. This town has a lot to offer, from its natural beauty to its stunning architecture, to its community spirit. Yes, Ilfracombe has some challenges, but so does everywhere else and often even more so. I'll keep promoting Ilfracombe and I hope you will join me.



## **Finance and General Purpose Committee Report 2025/2026**

Prepared by: Cllr Trevor Huggins

For the past year, the Finance and General Purposes committee has overseen both a continued investment in services for our town and a strengthening of the Council's financial position. The latter will be particularly important for the future, as we prepare for the impact in Devon of the so-called Local Government Reorganisation – a phrase we will all be hearing ever more often in the years ahead.

For the time being, we continue to carry out a number of activities that would previously have been handled by other statutory bodies, such as North Devon Council or Devon County Council. Street cleaning and clearing overgrown walkways are typical examples where the Council's Facilities and Maintenance team has stepped in to solve a problem, often liaising with voluntary groups.

In a similar way, as local police resources continue to be stretched, the Council has helped to fund the presence of Street Marshals in our town. All of us are aware that Ilfracombe has its fair share of the street drinking and anti-social behaviour faced by many of Britain's seaside resorts today. Crucially, our decision to fund the marshals was backed by a public consultation, where we asked you - the people of Ilfracombe - if you were in favour of their patrols of the High Street and seafront areas. Overwhelmingly, your answer was 'yes.'

As in previous years, the Council has continued to support charities and community groups in the town through its grants system. These include the likes of Combe Christmas, Sea Ilfracombe, the Carnival, and Ilfracombe in Bloom, along with Belle's Place, Citizens' Advice and Age Concern. All of them, in their different ways, bring a real benefit to the town and we are glad to be able to help them.

Closer to home, we are also investing in Information Technology to support the work of our Council Officers. Ageing laptops are being



replaced, and the introduction of Artificial Intelligence tools will make staff resources even more productive. At the same time, we also need to look after the Council's physical assets, our bricks and mortar. The past year has inevitably required maintenance and expenditure on both the Ilfracombe Centre and The Lantern to keep them up to standard.

However, by far the most significant financial decision taken last year was the purchase of the High Street car park, courtesy of an initial one-year loan. As with every purchase, the Council is totally focused on the cost and value for money. The one-year loan we secured came at a significantly lower interest rate than that offered by the government's Public Works Loan Board over 50 years. In practice, this meant a saving of some £20,000 for the year. Moving forward, your committee is monitoring both long-term and short-term interest rates, with a view to securing a more affordable long-term loan when the time is right. However, as you know, interest rates are determined by national and international events that are far beyond our control.

For now, we are pleased to report that the High Street Car Park is paying its way. That said, predicting the future is a hazardous business. We have suffered a sudden loss of income from the unexpected closure of The Lantern nursery, along with a sharp fall in the revenue from the Primary Care Network following a contract renegotiation with the local NHS authority. On the other side of the balance sheet, a reorganisation of our Facilities and Maintenance team and unexpected staff turnover led to savings for the financial year. Added to which, the sunny weather last summer made it a good year for tourism – and a bumper one for the Council's car park at Ropery Road. Overall, 2025-26 was a positive year in budgetary terms and will enable the Council to strengthen its reserves and guarantee future investment in assets and services for our town.

For the year ahead, you will already have received your Council Tax bill and will have seen the increase of £1.20 a month in your precept payment to Ilfracombe Town Council for a Band D property. Over a year, the precept total for Band D homes will be £151.09, a rise of 10.6%. This reflects the expected increases in the Council's running



costs – such as business rates, gas and electricity, and building maintenance – and the replacement of staff who left last year. As ever, this committee will be working to ensure that your money is spent very carefully and in the best interests of our town.

Finally, I would like to take the opportunity to thank the members of the committee and council officers for all their work over the past year.



## **Staffing Committee Report 2025/2026**

Prepared by: Cllr Mark Fay

To prepare for these annual reports, I go back through my emails from the last year and read every one. They fall in to two distinct categories.

Firstly people issues occupy a fair amount of time and there are many examples of adhering to HR policies and guidelines. Obviously these are all confidential and so don't help with creating an annual report. However the other category is where we as a staffing committee can bring positive change.

We have helped restructure several internal departments and bought new skills into the Town Council, which help us deliver both our Strategic Plan and cover several other roles that fall through the cracks.

The staffing committee work well together and have a real desire to affect positive change. We all work very closely with One Ilfracombe to enable delivery of the real value add from us as a council.



## **Planning Committee Report 2025/2026**

Prepared by: Cllr June Williams

It has once again been my honour to chair this committee, which I often describe as “small but beautifully formed.”

As members are aware, we act in a consultative capacity; however, I believe that the Planning Department at North Devon District Council values our input, and from my experience as a member of this committee I feel that this is certainly the case.

2025 has been a busy year for the committee, with a significant number of applications brought forward for consideration at our monthly meetings. I am pleased to say that members consistently take the time to review applications in advance, attending meetings well-informed and ready to engage in constructive discussion. This ensures that any concerns are thoroughly explored before comments are submitted or support is given.

As in previous years, we have considered a number of applications relating to Tree Preservation Orders (TPOs). Members are generally confident that these are handled appropriately by officers, with due regard given to the condition and long-term management of the trees in question.

We have also seen a high volume of applications concerning listed buildings, which is not surprising given the number of such properties within our town. During the year, we welcomed a presentation from the Heritage Officer at North Devon District Council, who provided valuable insight into regulations surrounding internal alterations and, in particular, the replacement of windows in listed properties. This was both informative and beneficial to the committee’s understanding.

The committee has again reviewed several applications involving changes of use from commercial or retail premises to residential properties. While it is always regrettable to see businesses close, we



recognise the economic challenges currently faced and the ongoing need for good-quality housing. As such, these applications are considered with an open and balanced perspective.

We have also continued to monitor developments in Lee, including the progress of the former Lee Bay Hotel site, which now appears to be advancing at a steady pace.

I am sure my fellow members would join me in thanking our officers for their continued support throughout the year. I would also like to personally thank each member of the committee for their time, dedication, and thoughtful contributions.

Finally, I would like to extend thanks to our Lee and Lincombe Champion, Cllr Pat Coates, whose insight—gained through regular engagement with local residents—has, as always, proved invaluable.



## **Devolution and Local Government Reorganisation Sub-Committee Report 2025/2026**

Prepared by: Cllr Paul Crabb

Ladies and Gentlemen, I'm sorry I cannot be with you this evening, but there is also an Annual meeting of North Devon Council, which I have to attend as a Council group leader.

Every local council has had strong opinions on LGR, with each council proposing maps that broadly speaking suit the council submitting the plans. Our Town Council, and indeed any other councils, apart from County and District councils, were not allowed to submit individual proposals, but rather we were allowed to comment on and lobby for any of the proposals submitted by other authorities.

We have met and formed a reply to the proposals, each of which is outlined below in the appendix.

**1** is proposed by Devon, where Devon County takes over everything.

**2 & 3** are called 4.5.1 and 4.5.1+ and are from District councils, who propose taking everything over.

**4 and 5** are from the cities, proposing they run themselves, and they don't care about anyone else.

Our response has been to broadly support the Devon proposal, or 4.5.1. We see difficulties in the city proposals, which simply lumps all of Devon except the cities into a massive rural hinterland.

We have undertaken much work in trying to bring together local parishes to talk to larger authorities with one voice. Some are more familiar with the concept than others. In order to ensure that new authorities don't dispose of land and assets, we have mooted taking over some of the District Council assets. We were hoping to undertake



some work in this area with Devon, but one of the early projects has stalled.

It is of note that the government originally wanted 500,000 councils, but in areas recently announced, have chosen councils much smaller, which is perhaps a view of things to come. We await a decision in July 2026.

## APPENDIX 1 - SUMMARIES

Here are the five competing Local Government Reorganisation (LGR) proposals

### 1. Devon County Council proposal – 3 Unitary Councils

#### Model:

- **Devon Unitary Council:** East Devon, Exeter, Mid Devon, North Devon, South Hams, Teignbridge, Torridge, West Devon
- **Plymouth:** unchanged
- **Torbay:** unchanged

**Key idea:** A single large Devon unitary (excluding Plymouth & Torbay), keeping existing city unitaries as they are. **Rationale:** Simpler to implement, protects vulnerable services, reduces duplication.

### 2. South Hams, Teignbridge & West Devon proposal – 3 Unitary Councils

#### Model:

- **Exeter & Northern Devon Unitary:** East Devon, Exeter, Mid Devon, North Devon, Torridge
- **Plymouth:** unchanged
- **Torbay & Southern Devon Unitary:** South Hams, Teignbridge, Torbay, West Devon

**Key idea:** Two new Devon unitaries grouped by geography and service alignment, keeping Plymouth separate. **Notable feature:** Torbay merges with South Hams/Teignbridge/West Devon.

### 3. East Devon, Mid Devon, North Devon & Torridge proposal – 3 Unitary Councils with Boundary Changes

#### Model:

- **Exeter & Northern Devon Unitary:** East Devon, Exeter, Mid Devon, North Devon, Torridge
- **Plymouth Expanded:** Plymouth + parts of Bickleigh, Brixton, Shaugh Prior, Sparkwell (taken from South Hams)
- **Torbay & Southern Devon Unitary:** Remaining South Hams + Teignbridge + Torbay + West Devon

**Key idea:** Similar to Proposal 2 but with **significant parish-level boundary changes**, especially expanding Plymouth.

#### ■ 4. Exeter City Council & Plymouth City Council proposal – 4 Unitary Councils with Major Splits

**Model:**

- **Devon Coast & Countryside:** “The rest of Devon” (large rural unitary)
- **Exeter Unitary:** Exeter + 49 surrounding parishes (from Teignbridge, East Devon, Mid Devon)
- **Plymouth Unitary:** Plymouth + 13 South Hams parishes
- **Torbay Unitary:** Torbay + 22 parishes from Teignbridge & South Hams

**Key idea:** Strong city-region unitaries with **extensive redrawing of district boundaries**. **Most radical** in terms of splitting existing districts.

#### ■ 5. Torbay Council proposal – 4 Unitary Councils

This proposal also seeks **four unitaries** and includes **splitting existing district areas**, but the consultation summary does not list the full boundary details in the snippet. It aligns broadly with the Exeter/Plymouth model but is Torbay-led.



## **Police Annual Report 2025/2026 for ITC Town Meeting**

Prepared by: Insp Joey Lester & Sgt Malc Kirk

### SECTOR PRIORITIES

- Addressing Anti-Social Behaviour (ASB) and Crime: A top priority is tackling persistent, repeat crime and ASB, particularly in town centres. This involves high-visibility and plain-clothes patrols to deter, disrupt, and detect offences, along with working with partners to address the root causes.
- Drug Misuse and Supply: Addressing the use, possession, and supply of controlled substances is a key focus. Police are conducting proactive patrols, stop-searches, and targeting areas associated with drug dealing.
- Violence Against Women and Girls (VAWG): reducing serious violence, including sexual violence, domestic abuse, and violence against women and girls, often through educational work with schools.
- Rural Crime: Dealing with crimes impacting rural communities, such as theft of machinery and livestock, is a priority.
- Road Safety: Working with "Vision Zero South West" to reduce road deaths and serious injuries, including tackling speeding and running education for younger drivers.
- Visibility and Engagement: The police are focusing on increasing visibility in town centres, utilizing CCTV, and holding regular public engagement surgeries in markets and villages.

In the last few months, we have done the following well:

- We have attended multiple meetings with One Ilfracombe around long-term problem solving. We have had an active presence in the Town Team, the Poverty Trust Commission, the Trading group.

- We have a new PCSO Lyndsey McDonnell who has been extremely proactive with our schools, local groups and businesses.
- Staffing Levels have been slowly increasing across the North Devon Patch.
- Secured funding through POCA to support for local groups.
- We have been supported with Trading standards to close the Mini Market in the High Street and will continue to target illegal Tobacco and Vape sales with any new Shops.
- New speed camera on St Brannocks Road.
- ASB steering group has been really useful to link in with Councillors and partners like the Licensing Team and North Devon council.
- Pop up Police station (Community Engagement Van) going out to key areas every month and bring the police to the community.
- Pulse patrols most Mornings at key times.
- Active engagement with ASB formal escalation sanctions with CPN, CPW and CBO's. We have working with the ASB officer to make sure people are formally processed through these with active breaches being followed and prosecuted.
- DC Alert is a very good means of updating the community, we hope to promote this more. This community messaging service allows a two-way community messaging system.

What has not gone as well:

- We do have a large amount of under reporting of crime. This can be a lack of trust in the police or a misunderstanding of how to report crime. Historically a problem with 101 and delays in answering the phone, there is a new and improved online reporting mechanism now which in place called One online Home and UK PAC for shop lifting. The impact of not reporting crime will lead to a reduced policing presence and a lack of additional funds like Hot Spot funding.
- There have been significant staffing issues throughout North Devon over the last few months due to retention of staff and this has led to staff being asked to cover a wider patch which



has had an impact on our response times and successful offender management.

- Delays with youth Criminal Justice due to the Child Centred Approach which has left Victims of crime without outcomes as quickly as we would like.
- Delays with the criminal Justice process and the changing to the sentencing act will mean prison sentences will not occur as often, moving forward.



# STANDING ORDERS

## 2026/27

(based on NALC model standing orders updated April 2025)

*These Standing Orders were adopted by the council at its Annual Meeting of the Council held on xxxxx*

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## INTRODUCTION

### HOW TO USE MODEL STANDING ORDERS

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

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

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

#### Drafting notes

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

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

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

**These Standing Orders have been updated from that of 2024/25 in conjunction with the Model Standing orders published by NALC (updated April 2025). Updated Model Standing Orders are numbers 3, 14 and 18.**

## 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 chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- 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 chair 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 chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has 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 chair 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 chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

Full Council meetings ●  
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 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 chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair 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 chair 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 chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- 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 chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise 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 Chair 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 If at least two members so request, voting on any issue shall be by secret ballot. As per standing order 3(s) a councillor may request the result of the secret ballot be recorded. On completion of a secret ballot all voting papers will be destroyed.

u 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.

- v **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.**

- w **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.*

- x **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.
- y A meeting shall not exceed a period of 2 hours without the consent of members present.

#### 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 1 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no

less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until**

**a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include but not limited to:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 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 chair 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 6 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 6 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 chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

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

## 12. DRAFT MINUTES

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

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

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/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.**
- 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 have 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 have 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 he/she/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 Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

#### **15. PROPER OFFICER**

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning & Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Environment 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**

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

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

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

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if they is not available, the vice-chair (if there is one) of the Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing committee at its next meeting.
- c The chair of the Staffing committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing committee or in their absence, the vice-chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the chair or vice-chair of the Staffing committee, this shall be communicated to another member of the Staffing committee, which shall be reported back and progressed by resolution of the Staffing committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

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

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning 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 two councillors who shall sign the deed as witnesses.**

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

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

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three 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 chair of a meeting as to the application of standing orders at the meeting shall be final.



**REPORT TO:** Full Council **REPORT NO:** ITC 26038  
**DATE:** 11<sup>th</sup> May 2026  
**SUBJECT:** Financial Regulations to Review and recommend to Full Council  
**PREPARED BY:** Carole Coombs - RFO

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### 1. INTRODUCTION

This report sets out 4 Minor changes to the Financial Regulations to bring in line with Updates from NALC.

### 2. REPORT

The Following changes have been made:

- Page 3 (1.general) date updated as wrong
- 5.5 added to give guidance as to government thresholds
- 5.7 this increased to meet NALC guidance (Was £25K now £60K)
- 9.3 this has been updated to align with decision made at full council in April (ITC26025 item 12.3)

### 3. RECOMMENDATION

That we recommend to full council

- The changes to this document be accepted and entered into the adopted documents register as such

### 4. FINANCIAL & RESOURCE IMPLICATIONS

Minimal Officer Time.



**Financial Regulations for Ilfracombe Town Council**

**May 2026**

ILFRACOMBE TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by Full Council at its meeting held on 8<sup>TH</sup> July 2024

## 1. General

These financial regulations have been adapted from the Model Financial Regulations template which was produced by the National Association of Local Councils (NALC) in **March 2025** for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. The Proper Segregation of Duties means that The Chairperson of the council or of the Finance Sub Committee should never be appointed (even on a short-term basis) as the Town Clerk, Proper Officer or Responsible Finance officer. Other members may perform these roles providing safeguards are in place or if their appointment is unavoidable to ensure statutory functions continue to be fulfilled.

Commented [CC1]: Updated as wrong date used

- 1.1. These Financial Regulations govern the financial management of Full Council and may only be amended or varied by resolution of Full Council. They are one of Full Council's governing documents and shall be observed in conjunction with Full Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by Full Council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*

- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (SAPPP) and published by NALC in England and updated in 2025
- 'Must' and **bold text** refer to a statutory obligation Full Council cannot change.
- 'Shall' refers to a non-statutory instruction by Full Council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by Full Council.

The RFO;

- acts under the policy direction of Full Council;
- administers Full Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of Full Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by Full Council.
- As a Data Controller and Processor works with the Data Control Officer (Town Clerk) and IT suppliers to ensure all financial data is handled in accordance with Acts, regulations and proper practices set out under PCI DSS v 4.0 compliance, GDPR, Data Protection and Assertion 10 recommendations (SAPPP) .

1.6. **Full Council must not delegate any decision regarding:**

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

1.7. In addition, Full Council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries made by the Staffing committee in accordance with its terms of reference

## 2. Risk management and internal control

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

- 2.2. The Clerk with the RFO shall prepare, for approval by Full Council, a risk management policy covering all activities of Full Council. This policy and consequential risk management arrangements shall be reviewed by Full Council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by Full Council.
- 2.4. **At least once a year, Full Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. Reconciliations will be included as a regular agenda item for the Finance and General purposed committee. Also at least once in each quarter, and at each financial year end, a member other than the Chair of the Finance and General purpose committee shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Full Council and Finance and General Purpose Committee. The internal Auditor will also view the reconciliations at least twice a year as part of the audit process.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. Full Council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
- 3. Accounts and audit**
- 3.1. All accounting procedures and financial records of Full Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain Full Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by Full Council and the matters to which they relate;**
  - **a record of the assets and liabilities of Full Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of Full Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit

them (with any related documents) to Full Council, within the timescales required by the Accounts and Audit Regulations.

- 3.5. **Full Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of Full Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by Full Council, supply the RFO, internal auditor, or external auditor with such information and explanation as Full Council considers necessary.
- 3.7. The internal auditor shall be appointed by Full Council and shall carry out their work to evaluate the effectiveness of Full Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. Full Council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of Full Council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of Full Council
- 3.9. Internal or external auditors may not under any circumstances:
  - perform any operational duties for Full Council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

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

- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Full Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Full Council. The Clerk will inform the Staffing Committee of any salary implications before full council consider the draft budgets.
- 4.3. No later than November each year, the RFO with the Town Clerk shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast in line with the strategic plan, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward into the new budgets with the formal approval of the full council.
- 4.5. Each department shall review its draft budget and submit any proposed amendments to Full Council Finance and General Purpose Committee not later than the end of October each year.
- 4.6. The draft budget with any departmental proposals and specific strategic plan forecasts, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purpose Committee and a recommendations made to the full council.
- 4.7. Having considered the proposed budget and forecast, Full Council shall determine its council tax (England) requirement by setting a budget. Full Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the full council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these Full Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.
- 5.5. From 1 January 2026, parish and town councils must comply with the full rules of the Procurement Act 2023 where potential contracts have an estimated value (including VAT) of over £207,720 (previously £214,904) for goods or services, or £5,193,000 (previously £5,372,609) for public works (construction). Where a contract will run for several years, it is the total (not annual) value that matters.
- 5.6. Where the estimated value is below the Government threshold, Full Council shall obtain prices as follows:
- 5.7. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by Full Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 2.
- 5.8. For contracts estimated to be over £30,000 including VAT, Full Council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.9. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall endeavour to seek at least 3 fixed-price quotes;
- 5.10. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall endeavour to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.11. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.12. Contracts must not be split to avoid compliance with these rules.
- 5.13. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to Full Council or the Finance and General Purpose Committee. Avoidance of competition is not a valid reason.
- 5.15. Full Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.16. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

**Commented [CC2]:** This has been inserted to give guidance on the government thresholds.

**Commented [CC3]:** This was originally £25,000, increased to meet NALC recommendations

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

- the Clerk or RFO, under delegated authority, for any items below £500, excluding VAT.
- the Clerk, in consultation with the Chair of Full Council or Chair of the Finance and General Purpose Committee, for any items below £2,000 excluding VAT.
- The Finance and General Purpose Committee of Full Council for all items of expenditure within delegated budgets for items under £5,000 excluding VAT
- in respect of grants, the grants committee will recommend grants payments within the limits set by council by the end of March and in accordance with the grants policy statement as agreed by Full Council. These will then be ratified by the next Full Council following their meeting (Before the End of April) for payment by the end of May.
- Full Council for all items over £5,000;

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

- 5.17. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of Full Council or make any contract on behalf of Full Council.
- 5.18. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of Full Council or the Finance and General Purpose Committee acting within its Terms of Reference except in an emergency.
- 5.19. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to Full Council as soon as practicable thereafter.
- 5.20. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless Full Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.21. An official order or letter shall be issued for all work, goods and services above £1000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.22. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. Full Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by Full Council; banking arrangements shall not be delegated to a committee. Full Council has resolved to bank with Lloyds Bank and CCLA. Other Approved banks can be found in Schedule A of the Full Councils Treasury Management and Investment Strategy and as Appendix 1 in this document. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. Full Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by Full Council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of Full Council or Finance and General Purpose Committee or a delegated decision by an officer, unless Full Council resolves to use a different payment method.
- 6.6. For each financial year the RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which Full Council or the Finance and General Purpose Committee may request for authorisation in advance for the year. This is will be in addition to the regular bimonthly authorisation of all invoices for payment being submitted for approval including those for regular payment.
- 6.7. A copy of this schedule of regular payments if requested shall be signed by the chair of Full Council or Finance and General Purpose Committee.
- 6.8. A list of all payments shall be reported to the next appropriate meeting of Full Council or Finance and General Purpose Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of Full Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purpose Committee.
  - iv. Fund transfers within Full 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 council or Finance and General Purpose Committee.
  - v. Fund transfers between accounts above the £10,000 threshold can made with the appropriate proposal being made and authorised by Full Council, evidence of the transfer will be submitted to the next Full Council or Finance and General Purpose committee meeting.
- 6.10. The RFO shall present a schedule of payments (Including Addendums where appropriate) requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to Full Council or Finance and General Purpose Committee. Full Council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing

the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by Full Council shall identify a minimum of three councillors who will be authorised signatories for those accounts. The Clerk and RFO may be an authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view Full Council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to Full Council or its banking, to anyone not authorised in writing by Full Council or a duly delegated committee.
- 7.4. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.5. A full list of all payments made in a month shall be provided to the next full Council meeting and appended to the minutes.
- 7.6. With the approval of Full Council in each case, regular payments such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by Full Council at least every two years.
- 7.7. Payment may be made by BACS by resolution of Full Council provided that any payments are reported to Full Council at the next meeting. The approval of the use of BACS shall be renewed by resolution of Full Council at least every two years.
- 7.8. If thought appropriate by Full Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by Full Council at least every two years.
- 7.9. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the following: the Clerk, the RFO or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.10. Members and officers shall ensure that any computer used for Full Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.11. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk or RFO.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice (where appropriate).
- 8.4. Cheques for payment shall not normally be presented for signature other than at, or immediately before or after a council or Finance and General Purpose committee meeting. Any signatures obtained away from council meetings shall be reported to Full Council or Finance and General Purpose Committee at the next convenient meeting.

#### 9. Payment cards

- 9.1. Debit Cards should not be requested or unless authorised by Full Council or Finance and General Purpose Committee in writing before any order is placed. These should be restricted to use by the Clerk, RFO and with a limit or £500 imposed if required.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Full Council. Transactions and purchases made will be reported to Full Council and authority for topping-up shall be at the discretion of Full Council.
- 9.3. Any corporate credit card, charge card or trade card account opened by Full Council will be specifically restricted to use by the Clerk and RFO and Facilities and Maintenance Manager and any balance shall be paid in full each month. A limit of £1000 will be imposed on any of these.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances for Council business.

**Commented [CC4]:** This has been updated to align with report ITC 26025 item 12.3 which was approved by council in the April Meeting

#### 10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float account of £50 and oversee the use of a petty cash float in reception of a further £50. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.
  - c) Cash income received must not be paid into the petty cash float but must be separately banked, as per 13.7 - 13.10 below.

#### 11. Payment of salaries and allowances

- 11.1. **As an employer, Full Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Management of all Payroll functions have been subcontracted to North Devon District Council any changes in this arrangement will be need to be ratified by Council prior to its implementation. The RFO and Clerk will monitor the current arrangements and inform Council of any irregularities or problems with them.

- 11.4. Salary rates shall be agreed by Full Council, or a duly delegated staffing committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of Full Council or relevant Staffing committee.
- 11.5. Payroll reports will be reviewed by the Finance and General Purpose Committee to ensure that the correct payments have been made and reconcile to the invoicing from North Devon District Council.
- 11.6. Any termination payments may be supported by a report to Staffing Committee and/or Full Council, setting out a clear business case. Termination payments shall only be authorised by Full council.
- 11.7. Before employing interim staff, Full Council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of Full Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. Full Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by Full Council at least annually.
- 12.4. All investment of money under the control of Full Council shall be in the name of Full Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to Full Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. Full Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to Full Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to Full Council by the RFO and shall be written off in the year. Full Council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of Full Council shall be deposited intact with Full Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip and/or Sage record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of Full Council.

- 13.6. The RFO shall ensure that VAT is correctly recorded in Full Council's accounting software (Sage) and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are received by Full Council, the RFO or Clerk shall ensure that more than one person is present when the cash is counted in the first instance.
- 13.8. Cash income or cheques received from sales which comes into reception will be stored in the Reception Safe and documented in the "Safe Record" book with full details including the sales invoice being paid (if known) and or the organisation or person the sales invoice was issued to and amount being paid in. A receipt will then be issued (if required) to the person paying in the money, this should be offered on all occasions. The RFO should be informed by email that there are payments in the safe.
- 13.9. The RFO or Clerk will oversee the safe transfer to the Main office for banking purposes, with such frequency as the RFO considers necessary.
- 13.10. The RFO will ensure that there is a reconciliation to the reception "Safe Record" book, Sage and bank paying in books.
- 13.11. Banking of Cash and cheques will only be carried out by senior officers as approved by the Finance and General Purpose committee. The RFO and/or Clerk will ensure that appropriate care is taken for the security and safety of individuals banking such cash and cheques.
- 13.12. Any income that presented that is the property of the Vision Centre Charity shall be paid into the charity's bank account or electronically using the charity's payment machine. Cash or cheques should be entered in the same way as 13.8 above and the RFO informed by email that it is in the safe.
- 13.13. Instructions for the payment of funds due from the charity to Full Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

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

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

**15. Stores and equipment**

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

15.4. The Department head shall be responsible for periodic checks of stocks and stores, at least annually for their department. They will maintain an inventory of stocks and stores they hold in an accessible folder on the Team drive.

15.5. They will report the RFO any items that need to be added to the Main Asset register

15.6. The RFO will be responsible for maintaining the Asset register, this should be checked annually as below.

#### **16. Assets, properties and estates**

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

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

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

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

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

#### **17. Insurance**

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

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

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [Full Council] at the next available meeting. The RFO shall negotiate all claims on Full Council's insurers in consultation with the Clerk.

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

#### **18. Charities**

18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts

and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

- 18.2. Where the Council has an interest with members acting as trustees of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds passing through the Council to the trust and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Charity may request the help of the Clerk and RFO in arranging for any audit or independent examination as may be required by Charity Law or any Governing Document

#### **19. Suspension and revision of Financial Regulations**

- 19.1. Full Council shall review these Financial Regulations annually and following any change of Clerk or RFO.
- 19.2. The Clerk and/or RFO shall monitor changes in legislation or proper practices and advise Full Council of any need to amend these Financial Regulations.
- 19.3. Full Council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not dis-apply any legislation or permit Full Council to act unlawfully.
- 19.4. Full Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

**Appendix 1 – Approved Banks, Building Societies and other Approved Funds**  
**Approved banks (and subsidiaries thereof):**

Bank of Ireland UK  
Barclays  
Clydesdale Bank PLC  
HSBC  
NatWest  
Lloyds Banking Group  
Royal Bank of Scotland (RBS)  
Sainsbury's Bank  
Santander UK  
Tesco Bank  
The Co-operative Bank  
TSB  
Unity Trust Bank  
Ulster Bank  
Virgin Money

**Building societies**

Coventry BS  
Market Harborough Building Society  
Nationwide BS  
Skipton BS  
Yorkshire BS

**Other approved funds**

- CCLA Public Sector Deposit Fund
- Other Government Schemes and Bonds of short term liquidity (not more than one year)

**Appendix 2 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by Full Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, Full Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order See 18 (d) of Full Council's standing orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where Full Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and Full Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



# Ilfracombe Town Council

## General Management Risk Register

General Management								
Risk	Impact	Acceptable Risk Level (Review Annually)	Control Action / Internal Control	Audit /Review / Assess / Revise	Dates reviewed with comments and risk			
					May 25	Sept 25	January 25	April 26
Business	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L  M  L	<ul style="list-style-type: none"> <li>SLA in place with North Devon Council to provide IT provision and maintenance contract.</li> <li>IT equipment installed to ensure council office can continue to operate subject to internet connection.</li> <li>Back up of files will be kept in a secure location.</li> </ul>	Review annually.	All in place and under contract with NDDC – signed and agreed April 2025. Includes backup and maintenance.	No changes required Procedures adequate	No changes required Procedures adequate	NDC have been instructed to proceed with the replacement of all out of date laptops as agreed within the 2026/27 budget.  IT Policy to be agreed by Full Council in April 26 – to be reviewed annually.
Litigation	Potential risk of legal action being taken against the Council	M	<ul style="list-style-type: none"> <li>Public liability insurance covers general personal injury claims which Council is found to be at fault, but not</li> </ul>	Ensure insurance is adequate for requirements. Review annually.	Insurance in place and adequate policies and procedures in place. General and regulated Risk	Insurance in place and adequate	Insurance in place and adequate	Insurance renewal has taken place from April 26

			spurious or frivolous claims – these cannot be insured against		assessments in place. Some risk is anticipated but manageable			for a further year
Best value Accountability	Work awarded Overspend on services	L	<ul style="list-style-type: none"> <li>Normal Town Council practice would be to seek more than one quotation for any substantial work required to be undertaken or goods. As per Standing Orders. If a problem is encountered with a contract the Proper Officer would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in Financial Regulations.</li> </ul>	Existing procedure adequate.	Standing orders & Financial Regulations adopted in May 2025. This includes Existing procedure adequate.	Existing procedure adequate.	Existing procedure adequate.	Updates to Financial regulations adopted in February 26
Employees	Loss of key staff or long term illness, resignation or misconduct  Actions undertaken by the Council	L  L	<ul style="list-style-type: none"> <li>Proper Officer is considered critical staff member. Locums can be contacted for temporary replacements for sickness from DALC. Vacancy roles filled using</li> </ul>	Existing appointment system adequate. Membership of the SLCC.	Procedures in place. Named temporary person being Project and Programmes Manager with back up from Responsible finance officer. Resources in place, training undertaken and	Policies and procedures in place and adequate.  Further resilience in place as additional staff training approved to take on	Policies and procedures in place and adequate	All Employment and H&S Policies in the process of being reviewed by WorkNest.

	Health and Safety	L	<p>the recruitment policy.</p> <ul style="list-style-type: none"> <li>All officers should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.</li> <li>Health and Safety issues relating to officers are with regard to all work related matters. A stress management policy has also been adopted.</li> </ul>	Monitor working conditions, safety requirements and insurance regularly.	<p>legal advice available from Worknest Organisational/ personal subscriptions with SLCC and DALC</p> <p>Policy in place and adequate. Personal Stress Management Training is part of mandatory e-learning.</p>	CiLCA qualification as agreed at Sept 25 Full Council Meeting		<p>DALC and SLCC subscriptions being renewed for 2026/27.</p> <p>Legal advise available through Insurance, WorkNest &amp; SLCC if so required.</p> <p>All training made available to all staff.</p>
Employment law	Acts outside the Employment Law could lead to financial liability	L L L	<ul style="list-style-type: none"> <li>Approval of employment matters by Staffing Committee.</li> <li>Employment contracts for all staff.</li> <li>Staff policy folder up to date and under constant review.</li> </ul>	Exiting procedure adequate.	Policies and Procedures in place overseen by Staffing committee and up to date	Policies and procedures remain adequate	Policies and procedures remain adequate	Employee Handbook under review by WorkNest
Legal powers	Illegal activity or payments	L	<ul style="list-style-type: none"> <li>All activity and payments within the powers of the Town Council to be resolved and minuted at Full Council meetings</li> </ul>	Existing procedure adequate.	Existing procedure adequate. Managed by Responsible finance officer under finance policies, procedure	Existing procedure adequate. Proper officer undertaking CILCA	Existing procedure adequate. Proper officer completed CILCA	Financial Risk Assessment and Updated Financial Regulations adopted by

	Ultra vires acts incurring financial liability	L  L	<p>as per Financial Regulations.</p> <ul style="list-style-type: none"> <li>• Proper Officer is CiLCA qualified, General Power of Competence in place.</li> <li>• Use of advice from NALC/DALC and SLCC. Members follow code of conduct.</li> </ul>		<p>and financial risk assessment. Overseen by Finance and general purpose committee and Full council with oversight and audit from independent accountant. Responsible finance officer FILCA trained.</p> <p>Organisational/ personal subscriptions with SLCC and DALC Training available and taken where appropriate</p>	Further resilience in place as additional staff training approved to take on CiLCA qualification as agreed at Sept 25 Full Council Meeting		<p>Full Council Feb 26</p> <p>GPoC &amp; Code of Conduct to be adopted in May 26</p> <p>DALC and SLCC subscriptions being renewed for 2026/27</p>
Minutes / Agendas / Notices / Statutory documents	Accuracy and legality  Business Conduct	L	<ul style="list-style-type: none"> <li>• Minutes and agenda are produced in the prescribed method by the Proper Officer (or delegated staff member) and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are</li> </ul>	Guidance/training to Chairperson should be given (if required).	<p>Existing Procedure Adequate</p> <p>All minutes approved and signed off. Available on website and on application as per our FoI Publication Scheme</p>	Existing procedure adequate.	Existing procedure adequate.	<p>Publication Scheme updated and adopted at Full Council in April 2026. System set up to review and agree this policy annually in line with the AGAR.</p>

		L	<p>displayed according to the legal requirements as per our publication scheme.</p> <ul style="list-style-type: none"> <li>• Business conducted at Council meetings should be managed by the Chairperson</li> </ul>		<p>Training available and offered to Members Members have access to and adhere to Code of Conduct.</p> <p>Business always conducted under a chairperson (Mayor) or vice chair (Deputy Mayor) and minutes signed by them once approved</p>			<p>Code of Conduct due to be reviewed at May Annual Meeting of the Council.</p> <p>Standing orders due to be reviewed at May Annual Meeting of the Council.</p>
Members interests	<p>Conflict of interest</p> <p>Register of Members Interests</p>	L M L	<ul style="list-style-type: none"> <li>• Standing Orders require declaration of interests at each Council meeting by members.</li> <li>• Register of Members Interest forms should be reviewed regularly by Councillors.</li> <li>• Register of Interests filed with North Devon Council.</li> </ul>	<p>Existing Procedure Adequate</p> <p>Members take responsibility to update their register.</p>	<p>Declaration of interest forms part of signing in process and members reminded at start of each meeting of Full Council and sub committees. Standing orders adopted in May 2025.</p>	Existing procedure adequate.	Existing procedure adequate.	Existing procedure adequate.
Insurance	Adequacy Cost Compliance	L	<ul style="list-style-type: none"> <li>• An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place.</li> </ul>	Existing procedure adequate. Review of insurance provision annually.	Existing procedure adequate	Existing procedure adequate	Existing procedure adequate	<p>Insurance review taking place – Feb 26</p> <p>Insurance renewal confirmed at</p>



			insurance provision, storage and maintenance provisions.		updated regularly as well as annual reviews Also storage and maintenance discussed at regular monthly team meetings			
Maintenance	Poor performance of assets or amenities Risk to third parties	L  L L	<ul style="list-style-type: none"> <li>All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council. All assets are insured and reviewed annually.</li> <li>PAT tests carried out annually.</li> <li>Public liability insurance in place.</li> </ul>	Existing procedure adequate.	Covered by Policies and procedures and General Risk Management assessments overseen by Facilities and Maintenance Manager using Worknest as advisor.	Existing Policies and procedures adequate.	Existing Policies and procedures adequate.  PAT testing took place in Dec 25	Existing Policies and procedures adequate.  Insurance renewal confirmed at Full Council meeting – March 2026
Security of valuables (regalia)	Loss, theft or damage	M	<ul style="list-style-type: none"> <li>Regalia stored securely.</li> <li>Insurance in place and indexed.</li> </ul>	Existing procedure adequate.	Secured in Office Safe when not in use	Existing procedure adequate.	Existing procedure adequate.	Existing procedure adequate.
		L			Covered by insurance to be held by officer holders with their own security arrangements	Existing procedure adequate.	Existing procedure adequate.	Insurance renewal confirmed at Full Council meeting – March 2026

Health and Safety of staff, visitors and contractors	Liability incurred if Council found to be at fault	M M L M L L	<ul style="list-style-type: none"> <li>• Council has health and safety policy.</li> <li>• Risk assessments in place for all property.</li> <li>• Public liability insurance in place.</li> <li>• Lone working minimised and managed.</li> <li>• Appropriate training given to staff and logged.</li> <li>• Training and development policy</li> </ul>	All risk assessments reviewed annually on a rolling basis. Insurance in place Health and Safety Policy reviewed and adopted annually. Health and Safety training part of Worknest training available to all staff and monitored.	All Policies and procedures up to date and monitored.	Existing policies and procedures adequate	Existing policies and procedures adequate	H&S Policies in the process of being reviewed by WorkNest.  Insurance renewal confirmed at Full Council meeting – March 2026
Meeting Location	Adequacy  Health and Safety	L  M	<ul style="list-style-type: none"> <li>• The Town Council meetings are held in the Council Chamber at the Ilfracombe Centre.</li> <li>• The premises are considered to be adequate for the Proper Officer, Councillors and public who attend from Health &amp; Safety, disability discrimination and comfort aspects</li> </ul>	Existing location adequate.	Existing location adequate.	Existing location adequate.	Existing location adequate.	Existing location adequate.

Council records – electronic	Loss through: Theft, fire, damage Corruption of computer	M	<ul style="list-style-type: none"> <li>Council's electronic records are stored on the server with suitable security software.</li> </ul>	Existing procedure adequate. Managed by NDDC	Existing procedure adequate. Contract with NDC in place from April 25	Existing procedure adequate.	Existing procedure adequate.	<p>NDC contract to be reviewed in April 26</p> <p>IT Policy to be agreed by Full Council in April 26 – to be reviewed annually.</p>
Data Protection	Data protection rules followed	L	<ul style="list-style-type: none"> <li>The Town Council is registered with the Information Commissioner's Office (ICO)</li> </ul>	Registration renewed annually.	Existing procedure adequate.	Existing procedure adequate. ICO renewal done in Nov 25	Existing procedure adequate.	<p>Document Retention &amp; Management Policy, Data Protection Policy, Privacy Notice, Freedom of Information Publication Scheme and Confidentiality Policy to be approved by Full Council in April 26.</p> <p>Measures put in place to review these annually in combination with the AGAR.</p>

Freedom of Information	Policy available	L	<ul style="list-style-type: none"> <li>The Council has adopted a model publication scheme.</li> </ul>	Freedom of Information Policy currently under review. Freedom of Information requests monitored.	Both policy and information guide Updated March 24 next due March 26	Existing policies and procedures adequate	Existing policies and procedures adequate	Policy under review – Feb 26
Poor reputation of the Council	The work of the Council is not understood leading to negative feedback from parishioners and dissatisfaction with the way services are carried out.	L  L  L	<ul style="list-style-type: none"> <li>Regular use of communication channels including website and social media to explain Council's activities.</li> <li>The Council has adopted a code of conduct which sets out how members should conduct themselves when acting on behalf of the Council.</li> <li>The Council has a staff policy folder which sets out how they should conduct themselves when acting on behalf of the Council.</li> </ul>	Press and media policy adopted. Use of email, internet and acceptable usage policy adopted. Complaints policy adopted.	Existing policies and procedures adequate Next update due in April 26	Existing policies and procedures adequate.	Existing policies and procedures adequate	New Communications and Marketing officer in place from Jan 26 to mitigate risk to reputation via communication means.  Policy being reviewed – Feb 26
Poor stakeholder relationships	Perceived or real breakdown in communications between tiers of local government or between the	L	<ul style="list-style-type: none"> <li>Town Council to understand the services provided by others and to discuss areas of joint interest periodically.</li> </ul>		This is brought up as appropriate at both Full council and sub committees. Opportunities provided for stakeholders and	Existing strategy adequate	Existing strategy adequate	Community Officer being employed to concentrate on community engagement – due to start April 26

	Town Council and other public providers		<ul style="list-style-type: none"> <li>The Town Council to respond to consultations to put its point of view across adequately.</li> </ul>		<p>other public providers with regular monthly Town Team, IBTA and One Ilfracombe meetings.</p> <p>Opportunities taken as they arrive with regard to consultations and also undertaken independently as required. Annual Town meeting also arranged at which other providers/stakeholders and the public are given a chance to discuss issues of importance relating to Ilfracombe.</p>			Annual Town meeting to take place in April 26
Lack of vision	An over emphasis on the management and operation of Council services may lead to a poor performance with regard to forward planning which may prevent partnerships	M  M	<ul style="list-style-type: none"> <li>The Town Council has a strategy document which sets out the plans for the Council for 2024-2034.</li> </ul>	Review regularly.	Strategic Plan includes aspirations of The Council. This document is the working basis for all projects and partnership working through One Ilfracombe	Program of review in place as part of the regular agendas for Full Council and relevant Sub Committees.	Existing strategy and management adequate	Updated review of work to ensure it aligns with the Strategic Plan from One Ilfracombe in progress

	being formed with other public and private supplier or even loss of grants							
Lack of training or time to undertake the role of the Proper Officer	Inadequate knowledge or specialist ability may lead to poor decisions.  Inadequate staff levels to carry out the role of the Proper Officer effectively.	L  L	<ul style="list-style-type: none"> <li>Adequate training budget available. Encourage training for Councillors and staff.</li> <li>The Staffing Committee to monitor staff and work levels.</li> </ul>	Training record maintained and reviewed annually.  Regular reviews on agenda.	Staffing committee oversight and training and time provided. See also section under Legal Powers	Existing strategy and management adequate	Existing strategy and management adequate	Existing strategy and management adequate
Lack of time to undertake role of Town Councillor	Inadequate number of Councillors to carry out their duties effectively.	L	<ul style="list-style-type: none"> <li>Councillors are expected to manage their diaries and prioritise Council meetings over working group and outside body meetings.</li> </ul>		New Councillors reminded of their responsibilities.  All counsellors given code of conduct.  Attendance records kept.  Training for Councillors made available.	Existing procedure adequate	Existing procedure adequate	Code of Conduct to be adopted at Annual Meeting of the Council in May 26

Reviewed: Final review – April 26

Adopted:

Next review: April 27 - with three reviews of ongoing risk (May, Sept and Jan)



**REPORT TO:** Full Council  
**DATE:** 11<sup>th</sup> May 2026  
**SUBJECT:** Financial Risk Assessment year end (May 2026) to review and agree  
**PREPARED BY:** Carole Coombs - RFO

**REPORT NO:** ITC 26039

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## 1. INTRODUCTION

This report sets out the Financial Risk Assessment. This is for the end of the financial year but was delayed for updates and Assertion 10 recommendations to be implemented by year end.

## 2. REPORT

The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks. The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive, and the Council may wish to consider other risks not identified. Please see table below from page 2.

## 3. RECOMMENDATION

That we recommend to full council

- The results of this document be approved as an accurate record of the current financial risks
- That the recommendation to reduce the number of reviews to 3 a year be accepted.

## 4. FINANCIAL & RESOURCE IMPLICATIONS

Minimal Officer Time.



Risk	Impact	Acceptable Risk Level (Review Annually)	Control Action / Internal Control	Audit /Review / Assess / Revise	Dates reviewed with comments and risk					
<b>Finance</b>					<b>Post AGAR May 25</b>	<b>Sept 25</b>	<b>December 25/January 26</b>	<b>March 26 (Report Delayed to April 26)</b>		
Precept Determination	Adequacy of precept Requirements not submitted to North Devon Council in time	L	<ul style="list-style-type: none"> <li>Regular budget review by the Council.</li> <li>Precept should be considered by Council before the deadline as set out in the Financial Regulations.</li> <li>The Proper Officer to report to the Council when monies not received.</li> <li>Councillors receive monthly expenditure against budget reports to show how the accounts are performing against the budget.</li> </ul>	Review as part of the Financial Regulations.	(Completed on 25 <sup>th</sup> June 25)	Delayed until December to consider new legislation and guidance all risks to be assessed in December	All aspects of This Risk Assessment These are currently under review and will be updated and Reported before the end of next quarter	These were reported on in ITC 2098 January F and GP and recommended to Full council in February 26		
	Amount not received by North Devon Council Fit for purpose	L						Budget continues to be reviewed Monthly as part of F and GP committee meetings – on track for first quarter		Budget continues to be reviewed Monthly as part of F and GP committee meetings
		L								Accounting for all income and expenditure part of the regular reporting for both F&GP and Full Council



Financial Records	Inadequate records  Financial irregularities	L  L	<ul style="list-style-type: none"> <li>The Council has adopted the Financial Regulations which set out the requirements.</li> <li>Monthly reconciliations are carried out.</li> </ul>	Review the Financial Regulations annually.	Financial regulations reviewed and updated. Adopted April 25	Existing Policy and procedures adequate	These are currently under review and will be updated and Reported next quarter	These were reported on in ITC 2098 January F and GP and recommended to Full council in February 26
							The Financial Regulations have been updated and will be put before F&GP on 26 <sup>th</sup> January for review and recommendation for approval at February's full council	These were reported on in ITC 2098 January F and GP and recommended to Full council in February 26
					Reconciliations correct up to date and signed off at monthly F&GP committee		Reconciliations correct up to date and signed off at monthly F&GP committee	Reconciliations correct up to date and signed off at monthly F&GP committee
Data Protection Act	inadequate Protection of Financial Data potential breaches	L	Financial Data <ul style="list-style-type: none"> <li>This should be held in line with the Data Protection Act and Assertion 10 of the AGAR reporting template</li> </ul>				December Due to changes in Assertion 10 and updating of Practitioner guidance this has been delayed until next quarter to ensure financial Policy is up to date  <b>Data Protection Policy</b>	Assertion 10 updating of policies, accessibility and data protection/safeguards now complete



							will also need to be reviewed.	Data Protection Policy updated and agreed at Full Council in April
							Financial Policy has now been updated and due for review and ratification (See above)	Financial regulations to be checked for any recent changes since January 26
Bank and Banking	Inadequate checks  Bank mistakes Loss Charges   Loss of signatories	L       L	<ul style="list-style-type: none"> <li>The Council has adopted the Financial Regulations which set out the requirements for all methods of banking, cheques and reconciliation of accounts.</li> <li>The Proper Officer reconciles the bank accounts and any problems / irregularities are dealt with</li> </ul>	Policies and Procedures in place to cover these systems and reviewed in line with schedule	Existing procedure adequate.      Signatories have been updated following changes in council committee membership	Existing procedure adequate.	Existing procedure adequate.	Existing procedure adequate.



		L	<p>immediately by informing the bank and awaiting their correction.</p> <ul style="list-style-type: none"> <li>Mayor, Chair and Vice Chair of the Finance &amp; General Purposes Committee are signatories, plus the Proper Officer and the Responsible Finance Officer. Two members plus the Proper Officer or Responsible Finance Officer have to sign cheques.</li> </ul>		and to ratify the signatories across accounts. New signatory list attached			
Rental income	Failure of tenants/hirers to settle invoices	M	<ul style="list-style-type: none"> <li>Regular review of debtors and chasing of outstanding invoices.</li> </ul>	Bad debt policy in place and reviewed in line with schedule Regular bi monthly review by F&GP and Full Council.	Existing procedure adequate and maintained.	Existing procedure adequate and maintained.	Existing procedure adequate and maintained.	Existing procedure has been strengthened to include use of small claims court with time frames and maintained.
Payments	Goods not supplied but invoiced  Invoices	M	<ul style="list-style-type: none"> <li>All invoices checked and initialled for accuracy and receipt of goods/services</li> </ul>	System in place and reviewed in line with policy and procedure schedules	Existing procedure adequate	Existing procedure adequate		Existing procedures adequate



	incorrect  Invoices unpaid	M  M  L	<p>by Reponsible Officer or designated finance assistants.</p> <ul style="list-style-type: none"> <li>List of payments presented to Full Council monthly.</li> <li>Clear audit trail of all expenditure.</li> <li>Sage Online Accounts system used.</li> </ul>					
Approval of expenditure	Unauthorised purchases Fraud	L  L	<ul style="list-style-type: none"> <li>All payments authorised in line with adopted Financial Regulations.</li> <li>Expenditure approved via F&amp;GP and Full Council</li> </ul>	Anti-Fraud and Corruption Policy and Whistleblowing Policy all reviewed in line with schedules	Existing procedure adequate	Existing procedure adequate	Financial Regulations being updated as above to bring in line with new Practioners guide This was completed in January (See Above)	These were reported on in ITC 2098 January F and GP and recommended to Full council in February 26
Cheque books	Loss of cheques Fraudulent use	L  L	<ul style="list-style-type: none"> <li>Cheque books held securely.</li> <li>No blank cheques signed.</li> </ul>	Cash handling policies in place which cover cheque handling. Reviewed in line with policy and procedure review schedules	Existing procedure adequate New cheque book for business account ordered	Existing procedure adequate	Existing procedure adequate	Existing procedure adequate



Cash / Loss	Loss through theft or dishonesty	L	<ul style="list-style-type: none"> <li>The Council has adopted the Financial Regulations which set out the requirements.</li> <li>Cash / cheques received are banked as soon as practicably possible.</li> <li>The Petty cash tin is locked and the tin is placed in a locked drawer.</li> <li>Regular counts and reconciliations are made of the Petty cash by the Responsible finance officer</li> <li>All discrepancies brought to full council</li> </ul>	policies in place which cover all cash handling Reviewed in line with policy and procedure review schedules.	updated Financial Regulations adopted by Full Council in May 25  Also new reserves portfolio and policy developed and adopted by full council in June 25	Existing procedure adequate	Financial Regulations being updated as above to bring in line with new Practitioners guide  This was completed in January (See Above)	These were reported on in ITC 2098 January F and GP and recommended to Full council in February 26
		L						Reserves Portfolio being reviewed for updating for 26/27 To be completed by end of May
Annual Return	Completion and submitted within time limits	L	<ul style="list-style-type: none"> <li>Annual return is completed and submitted to the internal auditor</li> </ul>	Independent External audit by accountant conducted twice yearly to coincide	Completed and submitted to PKL on time			25/26 AGAR currently in review and will be completed for Full council in June



			for checking and completion. Approved by Council and signed before sending to the External Auditor within time limits.	with mid year and year end points (Sept and April) Paper work for the AGAR report to be completed for the April visit.	Existing procedures adequate	Existing procedures adequate	Existing procedures adequate	Existing procedures adequate
Reporting and auditing	Information Communicated	L	<ul style="list-style-type: none"> <li>Budget against expenditure report produced and examined by the Finance &amp; General Purposes Committee monthly.</li> </ul>	Budgets, accounts and invoicing are standing agenda items as part of the Responsible officer reports provided to both Full Council and F& GP committee	Existing procedure adequate.	Existing procedure adequate.	Draft Budget for 2026/27 has been completed and put before both F & GP and Full Council	Existing procedure adequate.
	Auditing and Governance	L	<ul style="list-style-type: none"> <li>Council undertakes External (AGAR)</li> <li>and Internal independent audits.</li> </ul>	Council appoints an independent Auditor annually.	Awaiting report from PKL	Report Received and presented at Full Council in August under report ITC25047	Final Budget Agreed and submitted for precept following Full Council on the 12 <sup>th</sup> January 26	



					Internal audit due in September date to be set	Internal Audit Delayed until December	Completed on 9 <sup>th</sup> December with APB Awaiting Report but Accountant auditor happy with all processes. Next date booked for mid April	
Grants and support	Power to pay Authorisation of Council to pay	L	<ul style="list-style-type: none"> <li>All such expenditure goes through the required Council process of approval, minuted and listed. Grant application form has been devised to keep up to date records of applications.</li> </ul>	This process is the remit of the Grant Committee and reviewed but them and the Proper Officer. For suitability on an ongoing basis.	Existing procedure adequate	Existing procedure adequate Still awaiting details for 1 recipient to transfer grant	Existing procedure adequate All grants now completed and process for next year in progress	Existing procedure adequate All grants now agreed and awaiting payment details form recipients to be paid in May
Salaries	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or tax Unpaid tax & NI	L	<ul style="list-style-type: none"> <li>The Town Council authorises the appointment of all employees through the Staffing Committee / Council meetings. Salary rates are assessed in the Staffing</li> </ul>	The monthly payroll invoice is scrutinised by the Responsible officer and checked against Time in Lieu/overtime / annual leave forms and staff change forms submitted in the preceding month.	Existing appointment system is currently adequate  Admin fee was incorrect but has been adjusted	Existing appointment system is currently adequate	Existing appointment system is currently adequate	Existing appointment system is currently adequate



	contributions to the Inland Revenue	L	<ul style="list-style-type: none"> <li>Committee.</li> <li>The Council has an SLA with North Devon Council who run the payroll services. North Devon Council invoice the Council monthly which covers the monthly payroll.</li> <li>All staff have a contract of employment and job description.</li> <li>Salaries are paid direct into their bank accounts on 25<sup>th</sup> day of the month (earlier if weekend/bank holiday).</li> </ul>	<p>An appropriate record of staff employed under subcontracted arrangements is kept and cross charges made appropriately.</p> <p>An HR program is used to track all staff.</p>	<p>Existing procedure adequate</p> <p>Existing Procedure is adequate</p> <p>Existing Procedure is adequate</p>	<p>Existing Procedure is adequate</p> <p>Existing Procedure is adequate</p> <p>Existing Procedure is adequate</p>	<p>Existing Procedure is adequate</p> <p>Existing Procedure is adequate</p> <p>Existing Procedure is adequate</p>	<p>A review is taking place with regard to taking this inhouse if and when devolution happens.</p> <p>Existing Procedure is adequate</p> <p>Existing Procedure is adequate</p>
Expenses	Fraud or incorrect claim	L	<ul style="list-style-type: none"> <li>Mileage claims paid on completion of claim form and receipts provided, where applicable.</li> </ul>	System in place and reviewed as part of the policy and procedure schedule	<p>Existing procedure adequate</p> <p>These are minimal and procedure has been followed</p>	Existing Procedure is adequate	Existing Procedure is adequate	Existing Procedure is adequate
VAT	Reclaiming/charging	L	<ul style="list-style-type: none"> <li>The Council has Financial Regulations</li> </ul>	This is part of the monthly reconciliation	Existing procedure adequate	Existing Procedure is adequate	Existing Procedure is adequate	Existing Procedure is adequate



			which set out the requirements, VAT is claimed monthly.	process on the sage system and linked to HMRC				
Election costs	Risk of an election cost	M	<ul style="list-style-type: none"> <li>Risk is higher in an election year. When a scheduled election is due the Proper Officer will obtain an estimate of costs from the Local Authority. There are no measures which can be adopted to minimise the risk of having elections as this is a democratic process.</li> </ul>	Council should consider saving each year to cover all costs.	Existing procedure adequate Yearly increase to reserve applied to ensure adequate amounts in place. This has been incorporated into the new reserves portfolio and policy	Existing Procedure is adequate	Existing Procedure is adequate	Existing Procedure is adequate
Assets	Loss or damage Risk/damage to third party/property	L  L  L	<ul style="list-style-type: none"> <li>Buildings and property insured and reviewed annually.</li> <li>Building valuations carried out every 2 years.</li> <li>Weekly fire alarm checks and quarterly</li> </ul>	Review existing procedures adequate. Asset register to be updated annually.	Asset register available on paper and being transferred to Brisk Asset management programme work continues on this.	Asset register available on paper and being transferred to Brisk Asset management programme work continues on this.	Asset register available on paper and being transferred to Brisk Asset management programme work continues on this.	Asset register available on paper and being transferred to Brisk Asset management programme work continues on this.



		L  L  L	<ul style="list-style-type: none"> <li>servicing.</li> <li>Buildings secured outside normal working hours.</li> <li>An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.</li> </ul>		Major assets costing amounts are due for review in early 2026		Major assets reviewed by Chartered Surveyor and to be incorporated into accounts spreadsheet and then sage	Major assets reviewed by Chartered Surveyor have been incorporated into accounts spreadsheet and Sage
Reserves	Inappropriate amounts in reserves accounts could lead to excess monies tied up or not enough to cover emergency and planned contingencies	L	<ul style="list-style-type: none"> <li>Annual review of reserves portfolio and policy</li> <li>Inclusion of reserves as part of the budgeting process and precept process.</li> <li>Updating of the reserves portfolio annually to reflect coming year budget</li> </ul>		There is a new reserves portfolio and policy developed and adopted by full council in June 25 to be reviewed as part of the budget setting process	Existing Policy and Procedures adequate	Review due but has run on as part of budgeting process and will be completed next quarter	Reserves incorporated into budget process and agreed January 26 as part of precept
					This details amounts in reserves and what each reserve can be used for. It has been simplified from previous structure		Portfolio in place for 25/26	This has been reviewed and new portfolio being prepared to be ready for May 26

Document Reviewed: 31<sup>st</sup> March - 28<sup>th</sup> April 26

Next Risk review: July 26

Future reviews: Recommendation that Risk review to go to 3 times a year – July, November and Year End March

## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## 10. Gifts and hospitality

### As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***



## GENERAL POWER OF COMPETENCE

The General Power of Competence in sections 1 to 8 of the Localism Act 2011 is available only to 'eligible' parish councils in England. The eligibility criteria are set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (S.I. 2012 No. 965). They are that the parish council has resolved at a meeting of the council and at each subsequent relevant annual meeting (for example an annual meeting taking place in a year of ordinary elections of parish councillors) that it meets the following conditions at the time the resolution is passed:

- Two thirds or more of the councillors have been elected, rather than co-opted or appointed
- The clerk to the local council holds the:
  - Certificate in Local Council Administration
  - Certificate of Higher Education in Local Policy and Governance
  - Certificate of Higher Education in Local Council Administration
  - The first level of the foundation degree in Community Engagement
- The clerk has completed the relevant training (for example training in the exercise of the general power provided in accordance with the national training strategy for parish councils adopted by NALC, as revised from time to time), unless such training was required for the purpose of obtaining one of the qualifications listed above

If a local council which has previously passed such a resolution does not pass a further resolution at the next relevant annual meeting, it may only complete any activity undertaken in the exercise of the general power but not completed before the day of that meeting. On the face of it, the General Power of Competence is the power of a local council to do anything that individuals generally may do (Localism Act 2011, s1). An individual means an adult with full capacity. The power includes the power to do an act anywhere in the United Kingdom or elsewhere; and the power to do it for a commercial purpose or otherwise for a charge, or without charge; and the power to do it for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area. It is not limited by the existence of any other power of the authority which (to any extent) overlaps the General Power, nor is any such power limited by the existence of the General Power.



## **Ilfracombe Town Council**

### **Terms of Reference for the Planning & Environment Committee**

#### **1. Objective**

The Committee will act to consider all planning applications and planning issues that may affect the town and make recommendations to the Planning authority

#### **2. Membership:**

The committee shall comprise 7 members in total.

- 5 members to be elected at the Annual General Meeting of the Town Council.
- 2 ex-officio members: the Mayor and Deputy Mayor

#### **3. Chair/Vice Chair**

To be elected annually at the first committee meeting following the Annual meeting of the Town Council.

#### **4. Quorum**

The quorum of the committee shall be 3 Town Council members. In the event of the meeting being inquorate, the committee has the delegated power to co-opt other members of Ilfracombe Town Council who are present at the meeting.

#### **5. In attendance**

The Proper Officer and/or a delegated member of staff may be requested to attend any meeting.

#### **6. Meetings**

- Meetings will usually be held on a monthly basis, with a schedule of dates to be agreed by Full Council. (Meeting dates will normally be a Monday but may differ in the event of a bank holiday)
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders

- Public Notices of the meeting shall be given in accordance with the Council's standing orders
- Committee shall be required to examine all applications prior to the commencement of the meeting. The Nominated Officer is to ensure that all information (such as letters of objection or support) available at the time is made available to the Members at the Planning Meeting.

## **7. Public participation**

Meetings are normally open to the public in accordance with the Council's standing orders.

## **8. Minutes**

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

## **9. Accountability and Scope**

The Committee shall consider all planning applications within its delegated powers to be able to make recommendations to the planning authority and act as a consultee on all planning issues that may affect the town.

## **10. Delegated powers**

- The Committee has delegated powers to act on behalf of the Council in relation to determine recommendations on each planning application where the council is designated as a consultee. Any recommendations outside the Committee's terms of reference shall be made by Full Council
- The Chair may hold a pre- agenda meeting with the Nominated Officer to inspect all planning applications received, to review planning decisions notified by the Planning authority and to make sure all applications received are included for debate and recommendation at the next Planning Meeting.
- The Chair, Deputy Chair, or a delegated Member, may attend all the Planning authority's (North Devon Council) site visits and give the Town Council's recommendations and their reasons (whether for approval or refusal) as the principal consultee.
- Where the Town Council resolves to have its own site visit, this will

be chaired by the Chair (or Deputy) and, to be valid, must be attended by a further two members of the Committee. The Planning Committee may give the site visiting team delegated powers to recommend on behalf of the Committee.

- To make representations in respect of appeals against the refusal of planning permission
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

The Planning & Environment Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting

*These Terms of Reference were adopted by the Council at its meeting held on 9<sup>th</sup> June 2025.*



## Ilfracombe Town Council

### Terms of reference for the Finance & General Purpose Committee

#### 1. Objective

To manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources and land.

#### 2. Membership:

The committee shall comprise 9 members in total.

- 8 members to be elected at the Annual Meeting of the Town Council.
- 1 ex-officio members: the Mayor

#### 3. Chair/Vice Chair

To be elected annually at the first committee meeting following the Annual General meeting of the Town Council.

#### 4. Quorum

The quorum of the committee shall be 5 Town Council members.

In the event of the meeting being inquorate, the committee has the delegated power to co-opt other members of Ilfracombe Town Council who are present at the meeting.

#### 5. In attendance

The Proper Officer and/or a delegated member of staff may be requested to attend any meeting.

#### 6. Meetings

- Meetings will usually be held on a monthly basis, with a schedule of dates to be agreed by Full Council. (Meeting dates will normally be a Monday but may differ in the event of a bank holiday)
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders
- Public Notices of the meeting shall be given in accordance with the Council's standing orders

#### 7. Public participation

Meetings are open to the public in accordance with the Council's standing orders.

## **8. Minutes**

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

## **9. Accountability and Scope**

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

## **10. Delegated powers**

- The Committee is delegated with the power to act within budget up to a financial limit of £5000 excluding VAT.
- The F&GP Committee shall maintain the register of Council assets and should receive an annual report on the register from the internal auditor.
- The F&GP Committee will oversee the review and appoint an assessor of all major assets to be done every three years.
- They shall report to Council on the condition of Council property and assets when the annual asset review has been completed.
- The Committee shall carry out periodic checks on cash held in accordance to the council's financial regulations.
- The Committee shall ensure that the internal audit in relation to the Annual Governance & Accountability Return is carried out in accordance with Financial Regulations.
- The Committee shall ensure that contracts let or Agency Services undertaken by Council are administered correctly and efficiently by the named officer (Tenders for Council work, goods or services shall be approved by Council resolution. Tenders for Agency Services, to be undertaken by Council, are to be approved by Council resolution) in accordance with Financial Regulations and or Standing orders.
- To prepare budgets and recommend precepts to Full Council for approval in line with the Council's standing orders.
- To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- To review and recommend amendments to the Council's Financial Regulations annually and to ensure that the Council is observing the regulations
- To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- To monitor and where appropriate recommend purchase of all capital items not previously agreed within other committees budgets
- To make provision for future agreed capital projects.
- To review and recommend an active policy for the best use and upkeep of the Council's property and resources.
- To review Council room rental and hire rates for approval to Full Council
- To monitor the Council's financial risk assessments and recommend

- changes where necessary
- To establish and recommend a clear policy for The Council's grant administration.

The Finance and General Purpose Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.

*These Terms of Reference were adopted by the Council at its meeting held on 12<sup>th</sup> May 2025.*

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## Ilfracombe Town Council

### **STAFFING COMMITTEE TERMS OF REFERENCE**

#### **1. Purpose**

The purpose of the Staffing Committee is to oversee all matters relating to the employment, welfare, development and management of the Council's employees.

The Committee will ensure that the Council meets its responsibilities as an employer and that staff are managed effectively, fairly and in accordance with employment legislation and recognised good practice.

#### **2. Membership**

The Committee shall consist of 5 Councillors appointed annually at the Annual Meeting of the Council.

Membership shall include:

- 4 elected members
- 1 ex-officio position – either The Mayor and/or Deputy Mayor

Non-committee councillors may attend meetings but shall not participate in discussion or vote unless invited by the Chair. They will be subject to the Council's Data Protection Policy which includes confidentiality of all matters discussed.

#### **3. Chair and Vice Chair**

The Committee shall elect a Chair and Vice Chair at its first meeting following the Annual Meeting of the Council.

#### **4. Quorum**

The quorum shall be three members. In the event of the meeting being inquorate, the committee has the delegated power to co-opt other members of Ilfracombe Town Council who are present at the meeting. If the meeting becomes inquorate and no co-option is possible, the meeting shall be adjourned.

## **5. Meetings**

- Meetings shall normally take place on the second Monday of each month (this may differ in the event of a bank holiday).
- Meeting dates and times can be rescheduled at the discretion of the Chair.
- The Proper Officer will 'call' the meeting and summon members to attend in accordance with standing orders.
- Public Notices of the meeting shall be given in accordance with the Council's Standing Orders.

## **6. Public Participation**

Meetings shall be open to the public and press. However, due to the confidential nature of staffing matters, items may be considered with the press and public excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960. This will be decided by resolution of the Committee.

Non-committee councillors will be considered a member of the public and may be required to leave the meeting unless otherwise invited by the Chair.

## **7. Delegated Authority**

The Staffing Committee has delegated authority to make decisions on behalf of the Council in relation to staffing matters except where these are specifically reserved to Full Council.

The Committee shall not involve itself in the day-to-day operational management of staff, which remains the responsibility of the Proper Officer and Programme Manager.

## **8. Responsibilities**

The Committee shall:

### **Staffing Management**

- Oversee the management and welfare of Council employees
- Monitor staff performance and ensure annual appraisals are carried out
- Ensure appropriate HR procedures are followed

### **Recruitment**

- Approve recruitment for pre-agreed posts within budget
- Appoint interview panels
- Authorise offers of employment

#### Employment Policies

- Review, approve and implement employment policies and procedures

#### Pay and Conditions

- Determine staff pay progression within approved budget
- Monitor national pay awards and recommend budget adjustments where required

#### Staff Welfare

- Manage matters relating to sickness absence, disciplinary procedures and grievances

#### Training and Development

- Approve training and development within the agreed budget

#### Staffing Budget

- Prepare and submit staffing budget proposals to Full Council

### **9. Matters Reserved to Full Council**

The following matters remain the responsibility of Full Council:

- Appointment or dismissal of the Proper Officer
- Creation of new staff posts
- Approval of the staffing budget
- Major staffing restructures
- Adoption of strategic employment policies

### **10. Reporting**

The Committee shall report its decision to the next meeting of Full Council for information.

## Staffing Governance Structure

The following table outlines the governance responsibilities for staffing matters within the Council.

<b>Body</b>	<b>Responsibilities</b>
Full Council	<ul style="list-style-type: none"> <li>• Approves overall staffing budget</li> <li>• Creates new staff posts</li> <li>• Appoints or dismisses the Proper Officer</li> <li>• Approves major staffing restructures</li> <li>• Adopts strategic employment policies</li> </ul>
Staffing Committee	<ul style="list-style-type: none"> <li>• Oversees staffing matters on behalf of the Council</li> <li>• Approves recruitment to pre-agreed posts</li> <li>• Determines staff pay increments in line with pre-approved budget</li> <li>• Manages disciplinary and grievance procedures</li> <li>• Oversees sickness absence and staff welfare</li> <li>• Approves HR policies and procedures</li> <li>• Approves staff training within budget</li> </ul>
Proper Officer (Town Clerk) & Programme Manager	<ul style="list-style-type: none"> <li>• Day-to-day management of staff</li> <li>• Implementation of council policies</li> <li>• Operational supervision and work allocation</li> <li>• Conducting staff appraisals (except where delegated)</li> <li>• Managing operational staffing issues</li> </ul>

*These Terms of Reference were adopted by the Council at its Annual Meeting held on xxxx.*



## **Ilfracombe Town Council**

### **TERMS OF REFERENCE DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION SUB-COMMITTEE:**

#### **1. Purpose**

The Devolution and Local Government Reorganisation Sub-Committee (hereinafter referred to as "the Sub-Committee") is established to oversee and facilitate the transition of assets, services, and responsibilities in response to local government reorganisation. The Sub-Committee will provide strategic direction, ensure effective stakeholder engagement, and support the orderly devolution of powers, assets and services to our town council. In addition recommendations will be made to shape the future of Ilfracombe and its environs.

#### **2. Objectives**

The key objectives of the Sub-Committee are to:

- Assess and review the implications of local government reorganisation on the council and its local communities.
- Identify and evaluate assets and services that may be devolved to the town council.
- Develop recommendations for the council on asset transfers, service devolution, financial and staffing implications.
- Engage with North Devon District Council (NDDC), Devon County Council (DCC) other local authorities, and relevant stakeholders to facilitate a smooth transition.
- Ensure that smaller parish councils are adequately supported through collaborative working arrangements.
- Monitor and review the progress of devolution initiatives and report findings to the Full Council.

#### **3. Membership**

- The Sub-Committee shall consist of a minimum of 5 and a maximum of 7 members.
- Membership shall include councillors appointed by the Full Council, ensuring representation from key areas affected by the reorganisation.
- The Chair and Vice-Chair shall be elected by the Sub-Committee at its first meeting.
- The Town Clerk (or an appointed officer) shall provide administrative support and act as a liaison with external bodies.

#### **4. Meetings**

- The Sub-Committee shall meet as required to fulfil its objectives.
- A quorum shall consist of 3 members.
- Decisions shall be made by a majority vote, with the Chair holding a casting vote in the event of a tie.
- Minutes of each meeting shall be recorded and submitted to the Full Council for review.

## **5. Authority & Reporting**

- The Sub-Committee is an advisory body and shall make recommendations to the Full Council for approval.
- The Sub-Committee may establish working groups or task forces as needed to focus on specific areas of devolution.
- Reports and updates shall be presented at council meetings to ensure transparency and accountability.

## **6. Delegated Powers**

The Full Council may delegate the following powers to the Sub-Committee:

- The authority to negotiate with North Devon District Council, Devon County Council and other stakeholders on potential asset and service transfers, within parameters set by the Full Council.
- The ability to commission feasibility studies and reports related to the devolution process, subject to an agreed budget.
- The authority to engage directly with town and parish councils to promote joint working and collaboration, with the potential to establish local council clusters.
- The authority to prepare draft agreements and frameworks for asset transfers and service devolution, for subsequent approval by the full council.
- The ability to approve minor operational decisions related to the implementation of devolution plans, within agreed financial and strategic limits.
- The power to engage external consultants or advisors where necessary, within an agreed expenditure limit.

## **7. Stakeholder Engagement**

- The Sub-Committee shall liaise with North Devon District Council, Devon County Council, town and parish councils, and other relevant organisations to align objectives and share best practices. Where necessary, the Sub-Committee may also invite stakeholders to meetings to contribute insights, provide expertise, or support collaborative efforts.
- Public and community engagement shall be encouraged where possible to gather input on service delivery changes.

## 8. Review

- The Terms of Reference shall be reviewed annually or as required to ensure they remain relevant to the evolving nature of local government reorganisation.
- Amendments shall be subject to approval by the full council.

*These Terms of Reference were adopted by the Council at its meeting held on 14<sup>th</sup> April 2025.*

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This document serves as the guiding framework for the operation of the Devolution and Local Government Reorganisation Sub-Committee, ensuring a structured and collaborative approach to the transition process. – Adopted 14 April 2025

DRAFT