

# EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Town Clerk: Samantha Heynes BA (Hons), FSLCC

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To: All Members, East Grinstead Town Council  
(Other distribution for information only)

Quorum is 1/3 or 6 members

7<sup>th</sup> May 2026

Dear Sir/Madam

Your attendance is requested at a **ANNUAL MEETING** of **EAST GRINSTEAD TOWN COUNCIL** to be held in the **MERIDIAN HALL** at **EAST COURT** on **THURSDAY 14<sup>th</sup> MAY 2026** at **7pm**. Where possible please clarify any points or raise questions beforehand.

Members are asked to resolve or advise of any detailed questions to officers prior to the meeting where possible.

Yours faithfully

Samantha Heynes  
Town Clerk

## ORDER OF MEETING

### 7pm Public Participation

Members of the public may attend the meeting in person. There is a period of up to 15 minutes for public questions relating to items on the agenda.

Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to. In the event of a large number of speakers, the Chairman has the discretion to increase the number allowed to speak.

Each member of public will be able to speak for a maximum of 2 minutes and will have no right of reply. If a question cannot be answered at the meeting, a written response may be provided at a later date.

The Chairman's interpretation of the Standing Orders is final. Should there be no questions, or the questions complete before the end of 15 minutes, the Chairman will move along to the agenda and public participation will end.

# AGENDA

To commence not later than 7.15pm.

- 1 To elect a Town Mayor for the 2026-2027 civic year
- 2 To appoint a Deputy Town Mayor for the 2026-2027 civic year
- 3 To receive declarations of acceptance of office for the Town Mayor and Deputy Town Mayor or, if permitted by Council, at a later date fixed by Council
- 4 To receive apologies for absence
- 5 To note the requirements of and resolve to adopt the Code of Conduct (appendix A)
- 6 To receive notification of any updated Councillors' Register of Interests
- 7 To receive declarations of interest from members in respect of any matter on the agenda. The disclosure must include the nature of the interest. If you become aware, during the course of the meeting, of an interest that has not been disclosed under this item you must immediately disclose it
- 8 To confirm the minutes of the Town Council Meeting held on 7<sup>th</sup> April 2026
- 9 To resolve to appoint the Leader of the Council for 2026-2027
- 10 To note the Leader of the Opposition will change from Cllr Mockford to Cllr Barnett
- 11 To note the Council action list (appendix B)
- 12 To confirm eligibility for and approve the continued use of the General Power of Competence (GPC). The Criteria for the GPC as defined in S8 of the Localism Act 2011 (having an appropriately qualified Clerk and at least two thirds of the Council being elected) is met by the Council
- 13 To receive a report of Councillor's attendance at meetings of Council and Standing Committees during 2025-2026 civic year (appendix C)
- 14 To review and (re)adopt the Standing Orders and Financial Regulations (appendix D)
- 15 To consider and approve the updated Scheme of Delegation (appendix E)
- 16 To review the Standing Committees for 2026-27, review and adopt the terms of reference (appendix F), appoint members to serve on each committee, as well as considering the appointment of the Chair and Vice Chair for each committee as follows:
  - a) Estates & Environment (7 members)
  - b) Planning (7 members consisting, if possible, of at least one member representing each Ward)
  - c) Community & Tourism (7 members)
  - d) Finance & General Purposes Committee (composed of the Chair of the 4 other Standing Committees, plus 3 other members)

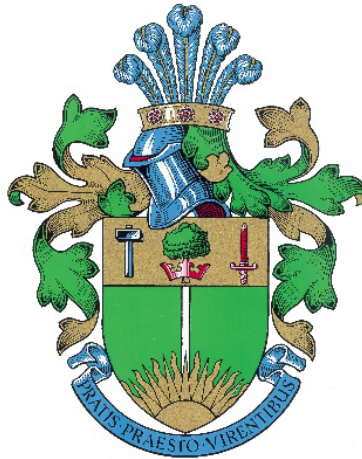
- e) Human Resources (4 members composed of the Leader, Mayor, plus 2 other members)

The Town Mayor and Deputy Town Mayor shall be ex officio members of all Standing Committees, the composition of which is in accordance with the Standing Committees Terms of Reference

- 17 To consider the Working Groups required for 2026-2027 and confirm membership:
  - a) Consultation
  - b) Planning & Economic Development
  - c) Budget
  - d) Business Development
  - e) Devolution
- 18 To nominate 5 members plus the Town Mayor, to be approved bank account and cheque signatories on behalf of the Town Council. For information the signatories in 2024/2025 were Town Mayor Cllr J Belsey plus Councillors M Belsey, Farren, Hughes, Mockford and Peacock
- 19 To appoint representatives to serve on the under mentioned bodies for the 2026/2027 civic year (the Members serving at the close of the 2025/2026 civic year are shown in brackets)
  - i. East Grinstead Town Twinning Association:  
(Cllr Visser)
  - ii. Mid Sussex Association of Local Councils:  
(Cllrs Mockford and Whittaker)
  - iii. Age UK East Grinstead and District  
(Cllr Hughes)
  - iv. Friends of East Grinstead Museum:  
(Cllr Mockford)
  - v. East Grinstead Music and Arts Festival:  
(The Town Mayor)
  - vi. Disability Access Group (East Grinstead and area)  
(Cllr Barnett)
  - vii. East Grinstead Business Association Exec comm.  
(Cllr Whittaker)
  - viii. East Grinstead Fairtrade Town Steering Group  
(Cllr Scott)
  - ix. Mid Sussex Assoc of Town Councils: Town Mayor, Leader of the Majority Group, Leader of the Minority Group and one other (Town Mayor, Cllrs Farren, Mockford and Whittaker)
  - x. Grenestede Talking News for the Blind  
(Cllr Peacock)  
Felbridge Beef and Faggot Trust  
(Cllr M Belsey)
  - xi. SANG Steering Group (MSDC)  
(Officers)
  - xii. East Grinstead Sport Council

- (Cllrs Ody & Whittaker)
- xiii. East Grinstead Food Bank  
(Cllr Peacock)
  - xiv. Community Rail Partnership  
(Cllr Pond)
  - xv. Chequer Mead Theatre  
Up to 4 trustees are appointed by the Town Council.  
Those currently in place are Cllrs Barnett, Farren, Hughes & Mockford,  
they are appointed for a 4 year term, subject to an overall continuous 12  
years of service.
  - xvi. East Grinstead Museum  
A trustee is appointed by the Council who remains such until they step  
down or cease to be a councillor. Cllr Ody is the current incumbent.
  - xvii. Queen Victoria Hospital (Stakeholder Governor)  
(Cllr Mockford)

The date of the next ordinary meeting of the Town Council is **THURSDAY 30<sup>th</sup> JULY 2026  
at 7pm.**



# **East Grinstead Town Council**

## **Councillor's Code of Conduct**

Adopted:

Next Review: May 2027

This code (as based on the LGA model) outlines the principles that should be adopted by Councillors as part of the Town Council. It is designed to protect the Town Council's democratic role, encourage good conduct, and safeguard the public's trust in local government.

<b>Issue</b>	<b>Date</b>	<b>Details of amendments</b>
1	17/09/25	Merged Code of conduct staff & councillors
2	8/5/2026	Adopted LGA Model Code

## **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 behaviours 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 public.

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

## **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".

Whilst members of the public appointed to working or review groups, or other advisory groups are not bound by this code, Dawlish Town Council would expect those appointed to such a group to conduct themselves within the spirit of this code.

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.

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer at the principal authority.

## **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**

The general conduct guidance follows below:

### **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 member-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 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.

## 9. Protecting your reputation and the reputation of the local authority

### 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.

## **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.

## Disclosure of Other Registerable Interests

5. 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 Registrable 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.

**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 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 — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

<b>Subject</b>	<b>Description</b>
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. ‘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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (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.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* ‘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 Registerable Interests**

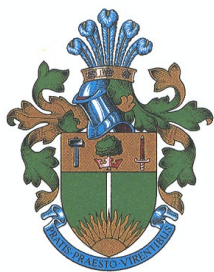
You must register as an Other Registerable Interest:

- 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 B

Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed	Date taken to committee
<b>Council</b>	<b>48</b>	Moat Pond - Clerk to investigate further potential transfer options of Moat Pond and associated maintenance costs including the potential of the inclusion of King George's Field. Also contact Fields in Trust.	<b>18/10/2025</b>	<b>Clerk</b>	MSDC has requested a pump track proposal be prepared and submitted to them for review, and have suggested a lease arrangement may be acceptable. Further investigation to continue.	In progress		



# EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Town Clerk: Samantha Heynes BA (Hons), FSLCC

[www.eastgrinstead.gov.uk](http://www.eastgrinstead.gov.uk)

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## Appendix C

## Members' Attendances for the period 13.05.2025 to 14.05.2026

COUNCILLOR

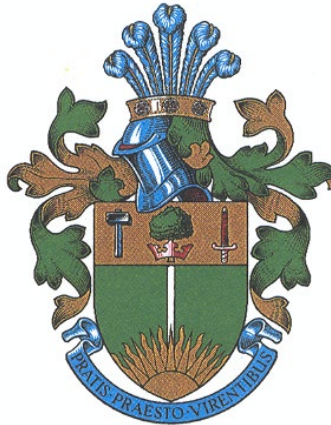
P = Possible attendances

A = Actual attendances

Name	Town Meeting	Council	Planning	Public Services	Amenities & Tourism	Finance & General Purposes	E&ST	Total	Additional Attendance 2025/2026
S BARNETT	P1/A0	P7/A7		P4/A4	P4/A3	P4/A4		18	5
J BELSEY	P1/A1	P7/A6	P13/A2	P4/A0	P4/A0	P4/A3	P4/A0	12	
M BELSEY	P1/A1	P7/A4		P4/A2	P4/A2	P4/A3		12	1
H FARREN	P1/A1	P7/A6	P13/A10		P4/A4	P4/A4		25	
L GIBBS	P1/A1	P7/A5	P13/A12			P4/A4	P4/A4	26	
I GIBSON	P1/A1	P7/A5		P4/A4		P4/A4		14	1
E GODWIN	P1/A0	P7/A5	P13/A10		P4/A4	P4/A2		21	2
T HUGHES	P1/A1	P7/A5			P4/A3			9	
J MOCKFORD	P1/A1	P7/A5	P13/A9		P4/A4		P4/A2	21	
S ODY	P1/A1	P7/A5	P13/A7			P4/A3	P4/A4	20	5
A PEACOCK	P1/A0	P7/A3			P4/A1		P4/A2	6	
C POND	P1/A1	P7/A6		P4/A3			P4/A4	14	
S REEVES	P1/A1	P7/A4	P13/A1	P4/A4	P4/A0	P4/A1	P4/A0	11	
T SCOTT	P1/A0	P7/A3	P13/A5				P4/A0	8	
F VISSER	P1/A0	P7/A2		P4/A1			P4/A0	3	
R WHITTAKER	P1/A1	P7/A3	P13/A11	P4/P4				19	2

Information Notes:-

- There were a total of 37 meetings, Attendances by Councillors at Committee meetings on which they are not a serving member are recorded under 'Additional Attendances'. Meetings of Working Groups, sub committees and representation on outside bodies are not included in the statistical analysis.
- Excluding "additional attendances" Members achieved a total of 235 attendances out of a total possible 385 equating to 61.04% compared with the 69.7% recorded in 2025/2026
- From 13/05/2025 to 15/05/2026 Cllr J Belsey and Cllr Reeves as Town Mayor and Deputy are ex-officio to every standing committee and therefore may attend every meeting



# EAST GRINSTEAD TOWN COUNCIL

## STANDING ORDERS 2025

(ENGLAND)<sup>1</sup>

National Association of Local Councils (NALC)

The Bloomsbury Building  
10 Bloomsbury Way  
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<sup>1</sup> Adopted 13.5.2025

East Grinstead Town Council Standing Orders

Version	Date Agreed	Details of amendments
1	27.1.2025	Adopted
2	13.5.2025	<p>Changes to 18.a.v, 18.c, 18.d, and 18.f in line with updated procurement legislation (and to align with Financial Regulations).</p> <p>Section 14 updated to better reflect Code of Conduct requirements, with 14.a, 14.b, and 14.c removed.</p> <p>Language updated to gender-neutral terms.</p>
3	7.5.2026	<p>Added 4.d.v</p> <p>Added 18.f</p>

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## **INTRODUCTION**

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

### **How to use model standing orders**

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

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

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

### **Drafting notes**

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. These standing orders use gender-neutral language (e.g. "Chair").

## **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 5 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) disregards 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.** All meetings of East Grinstead Town Council, including committees, shall normally be held in the Council Chamber at East Court at 7pm or on such dates, times and places as directed by the Council.
- 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 for clarity and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to.
  - a. In respect of Planning Committee meetings, in accordance with the remaining provisions within the Standing Orders relating to public participation, members of the public may also make representations

on the applications.

- i. Representations to be made will be restricted to a maximum of 2 persons speaking for and/or against the application.
  - ii. In the event of a large number of speakers, the Chair has the discretion to increase the number allowed to speak.
- 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 2 minutes and will have no right of reply.
- 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 will raise their hand when requesting to speak.
- 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 Town Mayor of the Council may in their absence be done by, to or before the Deputy Town Mayor of the Council.
- p The Town Mayor of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Deputy Town Mayor of the Council if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The 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 The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their

**right to participate and vote on that matter.**

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours, unless before this period is exceeded a proposal to suspend this Standing Order for a nominated length of maximum time receives a majority vote from those present. After this time, the meeting shall be adjourned and any outstanding business of it shall be completed at a resumed meeting to be notified by the Proper Officer.

#### **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.** Such appointed non-councillors shall have no voting rights.
- 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 Working parties will:
  - i. Be discharged once their terms of reference has been met
  - ii. Refer all recommendations to their parent committee for approval
- e The Council may appoint standing committees or other committees/working parties 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, after it has appointed the members of a standing committee, appoint the chair of the standing 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 5 days before the meeting that they are unable to attend;
- vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. 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 Town Mayor and Deputy Town Mayor of the Council.**
- f **The Town Mayor of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Deputy Town Mayor of the Council, if there is one, unless they resign**

**or become disqualified, shall hold office until immediately after the election of the Town Mayor of the Council at the next annual meeting of the Council.**

- h **In an election year, if the current Town Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Town Mayor of the Council has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Town Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Town Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Town Mayor of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor of the Council and Deputy Town Mayor of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Town Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - x. Review of representation on or work with external bodies and arrangements for reporting back;
  - xi. 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;

- xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiii. Review of the Council's and/or staff subscriptions to other bodies;
- xiv. Review of the Council's complaints procedure;
- xv. 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*);
- xvi. Review of the Council's policy for dealing with the press/media;
- xvii. Review of the Council's employment policies and procedures;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

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

- a **The Town Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Town Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time, giving appropriate notice.
- 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 sub-committee, any 2 members of the committee or sub-committee may convene an extraordinary meeting of the committee or 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 7 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 7 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 5 clear days before the meeting.
- e The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- f Motions received shall be recorded and numbered in the order that they are received.
- g Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- h A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints procedure or employment policies.

## **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 amend a motion;
  - vi. to grant leave to withdraw a motion;
  - vii. to appoint a person to preside at a meeting;
  - viii. to change the order of business on the agenda;
  - ix. to proceed to the next business on the agenda;
  - x. to require a written report;
  - xi. to appoint a committee or sub-committee and their members;
  - xii. to extend the time limits for speaking;
  - xiii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xiv. to not hear further from a councillor or a member of the public;
  - xv. to exclude a councillor or member of the public for disorderly conduct;
  - xvi. to temporarily suspend the meeting;
  - xvii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xviii. to adjourn the meeting; or
  - xix. 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 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 has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer 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 by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- 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. **Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

- i All gifts and hospitality accepted or refused if over £25 should be added to the hospitality book with an estimated value and, where the amount has exceeded £50 in value that entry should also be made in the declaration of interests within 28 days, which will then be notified to the Monitoring Officer by the Proper Officer of the Council.

## **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 him. Such action excludes disqualification or suspension from office.**

## **15. PROPER OFFICER**

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 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. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. 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);
- xi. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council 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 income and expenditure for each quarter;
  - ii. the Council's aggregate income and expenditure for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 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 (income and expenditure) for the year to 31 March. 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 contact 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.**
  - f. The adopted Scheme of Delegation shall be reviewed annually and contains detailed information relating to the approval authority of Officers and Committees.

## **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the Finance and General Purposes Committee is subject to standing order 11.

- b The Chair of the Finance & General Purposes Committee shall conduct a review of the performance and annual appraisal of the work of the Town Clerk.
- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other employee) shall contact the chair of the Finance & General Purposes committee or in their absence, the vice-chair of the Finance & General Purposes committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance & General Purposes committee.
- d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by and employee relates to the chair or vice-chair of the F&GP committee, this shall be communicated to another member of the F&GP committee, which shall be reported back and progressed by resolution of the F&GP committee.
- e 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.
- f In accordance with standing order 11(a), only persons with line management responsibilities shall have access to staff records referred to in standing order 19(e).
- g Access and means of access by keys or computer passwords to records of employment referred to in Standing Orders 19(e) and (f) above shall be provided only to the Town Clerk and Head of Finance and Support Services.

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

*See also standing order 21.*

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

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

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer. Unless otherwise agreed, this will be the Proper 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 Notification of meetings 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.

## **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 7 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.

## **27. URGENT BUSINESS**

- a If a matter is deemed 'urgent' and outside scheduled committee meetings or Full Council, with the consent of the Leader of the Council and the Chair or Vice Chair of the relevant Committee, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Town Mayor, Deputy Town Mayor, Leader of the Council and Committee Chairs. Where a Committee Chair is unavailable, the Vice Chair will take their place on the Urgent Consultation Panel. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.



# **EAST GRINSTEAD TOWN COUNCIL**

## **FINANCIAL REGULATIONS 2025**

**(ENGLAND)**

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Version	Date	Details of Changes
1	27.1.2025	Adoption of updated NALC Model Financial Regulations, minute # 65
2	7.4.2025	Adopted: Sections 5.3, 5.5 and 5.9 updated as per legislation
3	7.5.2026	Updated Sections 5.6 & 5.7 to reflect transparent approval process

## 1. General

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

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk & RFO shall prepare, for approval by the council, a risk management policy covering activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, two members shall be appointed to verify the bank reconciliations that are produced by the RFO. The members shall sign and date the reconciliations and the bank statements as evidence of this.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions;
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the RFO at least annually by no later than November for the following financial year and the final draft shall be evidenced by a report to both the Clerk and the Chair of the Finance & General Purposes Committee. The RFO will ensure that all Chairs of committees are advised of any salary implications before the consideration of their budgets.
- 4.3. No later than December each year, the RFO in consultation with the Town Clerk, shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year 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 or projects yet to be undertaken may be carried forward by placing them in an earmarked reserve.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Council by no later than the end of January each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Full Council.
- 4.7. Having considered the proposed budget, the council shall determine its Council tax requirement by setting a budget. The council shall set a precept for this amount by 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 disclose at the start of the meeting that Section 106 applies to them.**

- 4.9. The RFO or Town Clerk shall **issue the precept to the billing authority by 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 transfer to or from one earmarked reserve to another shall be agreed by the Finance & General Purposes Committee.

## 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 more than one supplier.
- 5.2. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.3. **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.**
- 5.4. For contracts estimated to be greater than £50,000 excluding VAT, the Clerk shall invite a minimum of four tenders from a minimum of four different suppliers agreed by the council. Acceptance of a contract must be agreed by the Town Clerk, the Chair of the relevant committee, and the chair of the Finance & General Purposes Committee. Tenders shall be invited in accordance with *Appendix 1*.
- 5.5. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.6. For contracts estimated to be between £20,001 and £50,000 excluding VAT, the Head of Service or Town Clerk shall invite a minimum of three quotes from a minimum of three different suppliers. Acceptance of a quote must be agreed by the relevant committee.
- 5.7. For contracts estimated to be between £5,000 and £20,000 excluding VAT, the Officer with the accountability for the cost centre to which the expenditure will be charged, shall invite a minimum of two quotes from a minimum of two different suppliers. Acceptance of a quote must be agreed by the appropriate Head of Service, Town Clerk & the Chair of the relevant committee.
- 5.8. For purchases of less than £5,000 the officer placing the order shall seek to achieve value for money.
- 5.9. **Contracts must not be split to avoid compliance with these rules.**

- 5.10. 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.
- 5.11. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.12. Expenditure attributable to an established cost centre may be incurred up to the amounts agreed in the approved budget.
- 5.13. Expenditure may not be incurred which cannot be met from the amount provided within the net revenue cost centre budget unless there is an earmarked reserve established to allow for such an overspend.
- 5.14. 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 £15,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Finance & General Purposes committee as soon as practicable thereafter.
- 5.15. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Town Clerk. The council has resolved to bank with National Westminster (Nat West). The arrangements shall be reviewed periodically for security and efficiency.
- 6.2. Where possible, all payments made shall be made via electronic banking. Every electronic payment of less than £10,000 will require authorisation by either the RFO, the Town Clerk, or the Deputy Town Clerk. Electronic payments of £10,000 or greater will require dual authorisation
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

- 6.4. In the unlikely event of a cheque payment being required, all cheque payments will require signing by two designated Council members, unless the cheque value is less than £5,600 in which case the Town Clerk is able to be the sole signatory.
- 6.5. 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.
- 6.6. All payments shall be made by online banking/cheque, in accordance with a resolution of the council unless the council resolves to use a different payment method.
- 6.7. Internal transfers between the Nat West Current account & the Nat West Business Reserve account for the purposes of either ensuring that funds are available to meet payment requirements, or to increase investment returns, may be authorised by the RFO. Any internal transfer of greater than £10,000 will require dual authorisation from the RFO and either the Town Clerk or the Deputy Town Clerk.
- 6.8. Internal transfers either to or from any Council account other than those mentioned in paragraph 6.7 will require prior approval from Council.
- 6.9. The RFO shall present a detailed list of all payments that have been made in a calendar month to the Finance & General Purposes committee on a quarterly basis and a minute will be taken to evidence this.
- 6.10. Where internet banking arrangements are made with any bank the RFO shall be appointed as the Service Administrator.
- 6.11. The RFO, Town Clerk & Deputy Town Clerk shall have access to view the council's bank accounts online.
- 6.12. With the approval of the RFO 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.
- 6.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

## **7. Payment cards**

- 7.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO, the Town Clerk and the Estates Manager and any balance shall be paid in full each month.
- 7.2. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT, incurred in accordance with council policy.

## **8. Petty Cash**

- 8.1. The RFO shall maintain a petty cash float of £300 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- 8.2. Vouchers for payments made from petty cash along with receipts to substantiate every payment shall be kept until at least such time as the year end accounts have been signed off by Full Council
- 8.3. No petty cash claim can be made for any amount exceeding £25.

## **9. Payment of salaries and allowances**

- 9.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 9.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 9.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 9.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 9.5. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account with the total of such payments each calendar month reported in the cashbook.
- 9.6. The monthly Payroll reports will be generated by the RFO and reviewed & signed by the Town Clerk to ensure that the correct payments have been made.
- 9.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

## **10. Loans and investments**

- 10.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 10.2. 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 Finance & General Purposes committee.
- 10.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance.

Any Investment strategy & Policy shall be reviewed by the council at least once every two years.

10.4. All investment of money under the control of the council shall be in the name of the council.

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

10.6. 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.

## **11. Income**

11.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of, the RFO.

11.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

11.3. Any sums of greater than £250 found to be irrecoverable shall be reported to the council and shall be written off in the year. Bad debts of £250 or less may be written off by the RFO in consultation with the Town Clerk.

11.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

11.5. Personal cheques shall not be cashed out of money held on behalf of the council.

11.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted to the HMRC by the relevant due date for each quarter.

11.7. Where significant sums of cash are received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, and that the current insurance limits for cash in transit are adhered to when banking large amounts of cash.

## **12. Payments under contracts for building or other construction works**

12.1. 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.

12.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

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

- 13.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 13.2. 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 the council, their location, extent, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 13.3. The continued existence of tangible assets shown in the Register shall be verified at least annually.

### **14. Insurance**

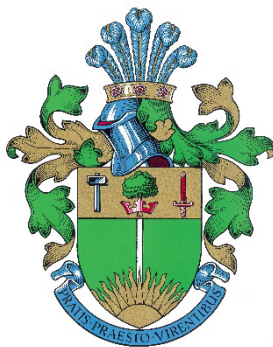
- 14.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 14.2. All members of staff with budget responsibility and/or staff responsibility shall give prompt notification to the RFO of all new risks, properties or vehicles which are required to be insured and of any alterations affecting existing insurances.
- 14.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance & General Purposes committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

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

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

## **Appendix 1 - Tender process**

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



# EAST GRINSTEAD TOWN COUNCIL

## Scheme of Delegation

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Issue Number	Date Agreed	Details of amendments
1	27.1.2025	Adopted
2	7.5.2025	Added 6.0 Leader of the Council
3	7.5.2026	Updated Section 4 to reflect three months instead of two months when entering settlement agreements with employees. Clarified Section 4 to include management of salaries in accordance with contracts of employment, including payment of expenses and allowances and implementation of pay awards and conditions of service in line with National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by local agreement. Section 4 – Added Head of Estates, Head of Community & Tourism, Cemetery Manager and Officer roles including updated financial approval limits.

## **1. Scheme of Delegation**

- 1.1 The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.
- 1.2 Powers cannot be legally delegated to individual Councillors or Working Parties (LGA1972, Section 101).
- 1.3 Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.
- 1.4 This policy should be read in conjunction with Standing Orders, Financial Regulations, Committee Terms of Reference and the Code of Conduct.

## **2. Council Functions**

- 2.1 The following matters are to be dealt with by the Full Council:
- Approval of Budget and setting the Precept.
  - Approval of the Annual Return and Audit of Accounts.
  - Authorisation of borrowing.
  - Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
  - Making of Orders under any statutory powers.
  - Making, amending or revoking By-laws.
  - Appointment of Standing Committees.
  - Appointing Council representatives to outside bodies.
  - Recruitment and appointment of the Parish Clerk.
  - All matters relating to the Council's Code of Conduct.
  - Approval of the annual calendar of meetings.
  - Any matters relating to the use and eligibility of the General Power of Competence.
  - Approval of capital projects.

- Approve expenditure over £10,000.
- Revoke delegated authorities, following a resolution.
- Approve debt write-off over £250.
- Approve supplementary budget requests that fall outside the remit of Standing Committees and Officers.
- All other matters which must, by law, be reserved to the Full Council.

### **3. Delegation to Committees**

- 3.1 Committees are delegated plenary decision-making powers in respect of matters agreed by Full Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations the Committee Terms of Reference and any approved policy framework and budget.
- 3.2 The Council may at any time, following resolution, revoke any delegated authority.
- 3.3 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 3.4 East Grinstead Town Council has the following Standing Committees:
- Finance & General Purposes (F&GP)
  - Planning
  - Estates & Environment (E&E)
  - Human Resources
  - Community & Tourism (C&T)

### **4. Delegation to Officers**

- 4.1 The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 4.2 The Council may at any time, following resolution, revoke any delegated authority.
- 4.3 Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision they report the matter to Committee or the Council for a decision.

### Proper Officer (Town Clerk)

4.4 The Town Clerk shall be the Proper Officer of the Council as defined in law. The Proper Officer is responsible for dealing with the relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

4.5 In addition:

- Issue all statutory notifications.
- Receive Declarations of Acceptance of Office.
- Receive and record notices disclosing pecuniary interests.
- Receive and retain documents and plans.
- Sign summons to attend meetings.
- Sign notices or other documents on behalf of the Council.
- Receive copies of By-laws made by principal authority.
- Certify copies of By-laws made by the Council.
- Ensure compliance with Standing Orders, Financial Regulations and other Council policies and procedures.
- Manage all Town Council staff and oversee all recruitment and performance matters, either directly or indirectly.
- Manage the provision of Council services, buildings, land and resources.
- Responsible for the overall management of all budgets in accordance with Council policies.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- Incur expenditure within approved budgets.
- Incur expenditure in an emergency up to £15,000 whether budgeted or not.
- Deal with matters specifically delegated by Council or Committee.
- Deal with dispensation requests from Members under the Code of Conduct.

- Management of salaries in accordance with contracts of employment, including payment of expenses and allowances and implementation of pay awards and conditions of service in line with National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by local agreement.
- Appoint all employees in accordance with the Council's staff structure.
- Authorise minor adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.
- Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- Enter into settlement agreements with employees up to a maximum of three months' salary where this is the prudent option for the Council.
- Authorised to issue press releases/social media on any Council activity exercised in accordance with Council policy.
- Overall responsibility for Health & Safety across all Council owned sites.
- Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.
- Management of maintenance contracts.
- Day to day management of land, buildings and other resources.
- Respond to requests under the Freedom of Information Act and Data Protection Regulations legislation.
- Credit card with total monthly spending limit of £6,000.
- Authorisation to call any extra ordinary meeting of the Council or any of its committees.
- Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions by the Council or its Committees.
- Respond to planning applications when an extension of time is not granted, following consultation with the Chair of the Planning Committee.
- To act as a representative of the Council.

- To liaise with other organisations locally, regionally and nationally.
- In an emergency the Proper Officer is empowered to carry out any function to ensure the safety of staff and/or the community. Such emergencies may include fire, flood, loss of electricity, natural disaster or accident (the list is not exhaustive).

#### Responsible Financial Officer

- Ensure compliance with Financial Regulations.
- Ensure compliance with all financial procedures.
- Determine accounting policies, records and control systems.
- Manage risk management of the Council.
- Oversee the financial management of the Council.
- Report to the Finance & General Purposes Committee on the financial performance of the Council.
- Oversee the management of the budget process.
- Prepare a budget for presentation to the Council.
- Complete the annual close down of the accounts system.
- Proper administration of the Council's financial affairs.
- Report to External Auditor matters under Local Government Finance Act 1988 s114.
- Arrange and manage the Council's insurance arrangements.
- Management of Council salaries in accordance with contracts of employment.
- Developing income generating activities.
- Approve debt write-off up to £250.
- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).
- To manage staff recruitment, performance, discipline and dismissal (liaison with HR).

### Deputy Clerk

- Project development for consideration by relevant Committees.
- Matters specifically delegated by Council or Committees.
- In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- To act as delegate for Town Clerk when absent.
- Act on matters specifically delegated by the Proper Officer.
- To manage ad hoc hiring of all Town Council buildings, including recommendation of hire rates.
- Within their directorate, to manage staff recruitment, performance, discipline and dismissal (liaison with HR).
- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).

### Head of Estates

- To manage all council property and tenants, with delegated authority to grant new leases/licences for occupation and to terminate the same.
- To manage all outdoor maintenance requirements.
- Within their directorate, to manage staff recruitment, performance, discipline and dismissal (liaison with HR).
- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).

### Head of Community & Tourism

- To manage tourism provision for the town, including presence at the library and weekly farmer's market.
- To manage SIDs, youth provision, and all Town Council events.
- Within their directorate, to manage staff recruitment, performance, discipline and dismissal (liaison with HR).
- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).

### Cemetery Manager

- To manage Queens Road and Mount Noddy cemeteries, ensuring all legal, statutory and other provisions are observed, plots allocated appropriately, maintenance is completed and records are accurately maintained.
- To approve expenditure for any budgeted items up to £1,000 (excluding VAT).

#### Other Officers/Staff

- To recommend expenditure up to £500 (excluding VAT) with line manager approval within their budget.

## 5. Emergency Consultation Panel

- 5.1 If a matter is deemed “urgent” and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and the Leader of the Council and the Chairman of the relevant Committee or Vice Chairman, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor (or Deputy Mayor if the Mayor is unavailable), the Leader and Chairmen of Committees. Where a Chairman of a committee is unavailable, the Vice Chairman will take their place of the Urgent Consultation Panel. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

## 6. Leader of the Council

- 6.1 In accordance with approved Council policy minute no. 52 of 1.12.03 that ratified Finance & General Purposes Committee minute 277 of 20.11.03, the Leader of the majority group on the Town Council at any time will assume the position of Leader of the Council and, for the purposes of democratic legitimacy will be subject to formal appointment at the Annual Town Council meeting (s)he will have the following approved powers:
- a) The Chairing of all meetings of the Chair’s Group;
  - b) Overseeing the preparation of business for Council consideration;
  - c) To act as the liaison between the majority group of the Council and the Town Clerk in indicating the priorities and programmes of the Group for inclusion in Council business and their likely reaction to new policies for projects.
  - d) To be the first port of call for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of any of the five Standing Committees.
  - e) In discussion with Members of the opposition group(s) to propose Council appointments to outside bodies.

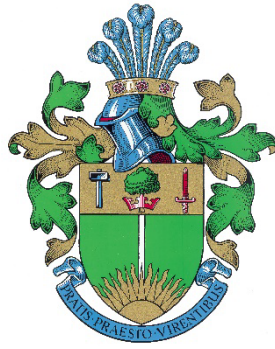
## 7. Table of Authorised Delegated Expenditure

7.1 Detailed below is a table containing the approval limits of officers and committees.

<b>Role</b>	<b>Approved Budget</b>	<b>Town Clerk</b>	<b>Town Clerk &amp; Committee Chair</b>	<b>Committee</b>	<b>Council</b>
Town Clerk	£15,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
RFO	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Deputy Clerk	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Head of Estates	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Head of Community & Tourism	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Cemetery Manager	£1,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over

7.2 The approved budget is a defined project or programme of work detailed within the annual budget.

7.3 Where capital expenditure is to be made, if this is for works defined within the annual budget/capital programme the above limits apply; if not, then this will be subject to Town Clerk/Committee approval prior to proceeding.



# East Grinstead Town Council

## Terms of Reference

### Standing Committees & Working Groups

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Issue Number	Date	Details of Amendments
1	16.4.2025	Draft
2	7.5.2026	New committee structure & updated working groups

# 1. Introduction

1.1 Subject to **Standing Order 4**, and to observance of decisions of the Council on matters of principle or policy, Council's powers and duties shall be delegated to standing committees in accordance with the following terms of reference unless otherwise specified.

- Creation and appointment of working parties.
- Appointment of non-councillor members to working parties where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of councillors.
- Where acts and proceedings are delegated to the committee, so far as is legally permissible these will be deemed the acts and proceedings of the Council.
- Regarding other matters, these will be subject to confirmation by Council and when confirmed, shall be deemed the acts and proceedings of the Council.
- In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
- The Council may at any time without prejudice to executive action already taken, revoke any executive power delegated to a Committee.
- Places on each Committee will be allocated in proportion to the numbers of seats held by the various parties or independents as a group at any time, rounded to the nearest equivalent.
- The Chairman and Vice-Chairman of the Committee shall be ex-officio members of every sub-committee or working party appointed by the Committee, unless they signify in writing to the Town Clerk that they do not wish to serve.

1.2 The Town Council will appoint the following committees with the composition, quorum, role and functions indicated.

1.3 The Mayor and Deputy Mayor shall be ex-officio members of all standing committees.

1.4 All the Council's powers and duties shall be delegated to the Standing Committees in accordance with the Terms of Reference, subject to the following exceptions:

- The power of raising loans and setting the precept.
- The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being.

- The appointment or co-option to a Committee or Sub-Committee of a person who is not a member of the Council or of a Committee.
- Standing Orders and the functions and constitution of Committees and Sub-Committees.
- Meeting dates of the Council.
- Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year.
- Filling of vacancies occurring on any Committee of the Council during the Council year.
- The appointment or dismissal of the Town Clerk.

## **2. Estates & Environment (E&E) Committee**

- 2.1 The Committee will comprise five or more members.
- 2.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 2.3 The committee is responsible for the management, maintenance, and improvement of all council-owned properties, cemeteries and public amenities. It oversees environmental initiatives, explores ways to enhance town connectivity, and leads projects that strengthen the Council's assets, promote sustainability, and reduces its carbon footprint.
- 2.4 The Committee shall undertake the following role and functions:
- 2.4.1 Responsibility for the provision and maintenance of The Old Court House, East Court Mansion and grounds, Meridian Hall, Sunnyside Barn, property at Mount Noddy and the maintenance and management of any other land holdings and/or buildings of a leisure nature in the ownership of the Council, including East Court play area and Turners Hill Recreation Ground.
- 2.4.2 Responsibility for setting all rents and charges, to include hire facilities and cemetery services, on an annual basis.
- 2.4.3 Responsibility for the provision and maintenance of street furniture and Council-owned public facilities including but not limited to public clocks, war memorials, water fountain, public seats, public toilets, bus shelters, public notice boards, hanging baskets, Christmas Lights, salt & grit bins and trees.
- 2.4.4 Responsibility for the provision, management and maintenance of cemeteries and allotments.

- 2.4.5 Responsibility for the provision and maintenance of all street and footpath lighting in the ownership of the Council.
- 2.4.6 Responsibility for Council-owned CCTV.
- 2.4.7 Responsibility for management of all banner installations.
- 2.4.8 Support projects that seek to reduce the carbon footprint of the Council and town, and improve the environment.
- 2.4.9 Responsibility for projects identified within the business plan and recommend new projects for inclusion.
- 2.4.10 Co-ordination with WSCC and MSDC in working towards improving connectivity around the town, including the LCWIP (Local Cycling and Walking Infrastructure Plan) to promote active travel and help reduce congestion, air pollution, carbon emissions while improving safety across the town.
- 2.4.11 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 2.4.12 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 2.4.13 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

### **3. Planning Committee**

- 3.1 The Committee will comprise five or more members.
- 3.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 3.3 The committee is responsible for planning consultations, appeals, licensing, street naming and monitoring the District and Neighbourhood Plans incorporating suggestions for policy updates regarding safe travel.
- 3.4 The Committee shall undertake the following role and functions:
  - 3.4.1 To make representations to the Local Planning Authority on any application referred to the Town Council and/or on any other planning matter that affects the town.
  - 3.4.2 The making of representations in respect of appeals against the refusal of planning permission.
  - 3.4.3 The making of representations in respect of all Public Entertainment Licensing and Licensing applications generally to MSDC.

- 3.4.4 The making of recommendations regarding street naming.
- 3.4.5 To consider and monitor the Neighbourhood Plan & District Plan and any other development plans, making of all appropriate representations.
- 3.4.6 To permit delegated authority to submit representations on planning applications where it is not practicable to convene a Planning Committee meeting within the statutory consultation period (including where a meeting has been cancelled) and an extension of time is not granted, following consultation between the Town Clerk and the Chair of the Planning Committee.
- 3.4.7 To permit delegated authority to submit representations on planning applications as per the Planning Application Policy adopted on 7th April 2026.
- 3.4.8 Suggest observations regarding planning applications for new developments and safe & active travel including policy updates or revisions relating to the neighbourhood plan.
- 3.4.9 All other matters which are the responsibility of third-party agencies and directly affect the town's basic infrastructure.
- 3.4.10 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 3.4.11 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 3.4.12 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **4. Finance and General Purpose (F&GP) Committee**

- 4.1 The Committee will comprise five or more members.
- 4.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 4.3 The committee oversees the day-to-day administration of the Council, managing finances, monitoring the budget and reserves, tracking delivery of the Council Business Plan and addressing matters referred by other committees.
- 4.4 The Committee shall undertake the following role and functions:
  - 4.4.1 To review all matters relating to general day to day administration of the Council including provision of IT.
  - 4.4.2 Monitor income and expenditure and make any recommendations to Council.

- 4.4.3 Consideration of the annual budget requests of all Standing Committees for recommendation to Council to set the annual budget and precept.
- 4.4.4 To review and approve grant applications and donations.
- 4.4.5 To incur and authorise expenditure not otherwise delegated to another Committee or employee.
- 4.4.6 To consider the annual audit report for referral to the full Council
- 4.4.7 To oversee reserves and investments.
- 4.4.8 To oversee banking arrangements.
- 4.4.9 To implement and track the Council Business Plan with regular monitoring and reviews.
- 4.4.10 To receive and make representations to the appropriate authority in respect of highway matters, public transport services and health care/services.
- 4.4.11 To consider and respond to any consultation received at the Council, as agreed.
- 4.4.12 Acting as lead committee in respect of any partnership initiative of a corporate nature with the principal local authorities for the area including, as appropriate, the development of Joint Partnership Committees, matters relating to devolution and recommendations on terms of reference and constitutional matters.
- 4.4.13 Dealing with matters specifically referred by Council or any other Standing Committee and with all matters not specially referred or delegated to any other Standing Committee.
- 4.4.14 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **5. Community & Tourism (C&T) Committee**

- 5.1 The Committee will comprise five or more members.
- 5.2 The quorum of the Committee shall be one third of committee Members, with a minimum of three Members.
- 5.3 The committee oversees management of events, tourism initiatives and related budgets, events and town publications, addressing community and infrastructure matters and liaison with third-party agencies and supporting the Town Improvement Plan working group and other relevant projects.
- 5.4 The Committee shall undertake the following role and functions:

- 5.4.1 Direction and oversight of Council's annual and promotional events programme.
- 5.4.2 Publication and updating of the official Town Guide, Town Map and other relevant publications.
- 5.4.3 Facilitating tourism initiatives and providing tourist information services for the town, in liaison where appropriate with other local authorities.
- 5.4.4 Responsibility for the Speed Indicator Devices (SIDs).
- 5.4.5 Provision of Youth Services.
- 5.4.6 To support the Town Improvement Plan working group.
- 5.4.7 Responsibility for projects identified within the business plan and recommend new projects for inclusion.
- 5.4.8 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 5.4.9 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 5.4.10 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **6. Human Resources (HR) Committee**

- 6.1 The Committee will comprise of four Members.
- 6.2 The quorum of the Committee shall be one third of committee members with a minimum three members.
- 6.3 This committee shall consider all policy aspects of human resources and personnel including policies, appraisals, employment issues and conditions of service, providing oversight and support for the Town Clerk and other staff.
- 6.4 The Committee shall undertake the following role and functions:
  - 6.4.1 To determine the Council's policy on welfare, remuneration, recruitment, training, qualifications, health and safety and other conditions of service for all employees.
  - 6.4.2 To issue, vary and terminate employment contracts, where not delegated to the Town Clerk.
  - 6.4.3 To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities where not delegated to the Town Clerk.

- 6.4.4 To appoint committees as appropriate to deal with the two stages of any statutory disciplinary action (instigated by the employer) or grievance action brought by employees.
- 6.4.5 To consider all aspects of employment law, including associated statutes and regulations.
- 6.4.6 To review and if necessary, oversee any negotiations on pay and conditions including local conditions as laid down in the staff handbook annually.
- 6.4.7 To implement, review, monitor and revise policies for employees.
- 6.4.8 To undertake line management responsibility for the Town Clerk, including review of the job description to ensure it reflects the requirements of the role.
- 6.4.9 To oversee any process leading to dismissal of employees (including redundancy), where not delegated to the Town Clerk.
- 6.4.10 To be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
- 6.4.11 The HR Committee is authorised to make binding decisions on behalf of the Town Council with regards to all aspects of the above functions provided that in all cases the meeting is quorate.
- 6.4.12 To consider updates to staff handbook, where not delegated to the Town Clerk.
- 6.4.13 The Committee may approve expenditure within its approved budget and may reallocate funds between its own budget lines.
- 6.4.14 Any expenditure outside the Committee's budget, or any transfer of funds from another Committee's budget, requires prior approval from the Finance & General Purposes Committee or Full Council.
- 6.4.15 All expenditure must comply with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

## **7. Working Groups**

7.1 The following working groups have been agreed for 2026/27. A terms of reference must be created for each working group.

### **7.2 Consultation Group – Reports to F&GP Committee**

- Chair and Vice Chair F&GP
- Mayor

- Chair of the relevant committee
- Cllr Mockford
- Town Clerk

7.3 **Budget Working Group** – Reports to F&GP Committee

- Chair and Vice Chair F&GP
- Deputy Town Mayor
- Cllr Barnett or Cllr Mockford
- Town Clerk and RFO

7.4 **Devolution Working Group** – Reports to F&GP Committee

- Cllr Barnett
- Cllr M Belsey
- Cllr Farren
- Cllr Mockford
- Cllr Peacock
- Cllr Reeves
- Cllr Visser
- Cllr Whittaker
- Town Clerk and Deputy Town Clerk

7.5 **Business Plan Working Group** – Reports to F&GP Committee

- Cllr J Belsey
- Cllr Gibbs
- Cllr Gibson
- Cllr Godwin
- Cllr Hughes
- Cllr Ody

- Cllr Pond
- Cllr Scott
- Town Clerk and Deputy Town Clerk

7.6 **Planning & Economic Development** – Reports to F&GP Committee

- Chair and Vice Chair of F&GP
- Chair of Planning
- Cllr Gibson
- Town Clerk

**Reviewed:** 7<sup>th</sup> May 2026