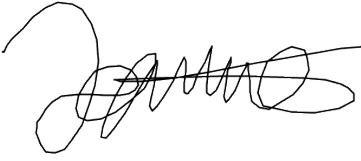


Dear Councillor,

I hereby summon you to attend a meeting of the **ANNUAL COUNCIL** on Thursday 21st May 2026 at 7:30 PM, to be held at Gilbert Room, Twyford Parish Hall, SO21 1QY

Yours sincerely,



J.P. Matthews
Clerk to the Council

1 Election of Chairman

To elect a Chairman for the municipal year 2026/27.

2 Declaration of Office

To receive the Chairman's Declaration of Office

3 Election of Vice-Chairman

To elect a Vice-Chairman for the municipal year 2026/27.

4 Declaration of Office

To receive the Vice-Chairman's Declaration of Office

5 Co-option

To consider the co-option of members to Council

6 Dispensation under Section 33 of the Localism Act 2011

To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.

7 Declarations of Interest on agenda items

To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.

8 Committee Appointments

To approve appointments to the following Committees:

The Chairman and Vice-Chairman of the Full Council are ex-officio members of all committees of the Council.

- Finance Committee (4 Councillors)
- Planning Committee (Minimum 4 Councillors)
- Recreation Committee (6 Councillors)
- Parish Farm Committee (Maximum 6, at least one Twyford Parish councillor)

- Hazeley Road Development Working Group (2 Twyford Parish councillor, 2 others)
- Climate Change Working Group (Minimum at least 2 Twyford Parish councillors. The remaining appointees will be made by the committee)
- Traffic Solutions Working Group (Minimum 6, maximum 12 of which at least 3 Twyford Parish councillors. The remaining appointees will be made by the committee.)

9 Appointment of Committee Chairmen
To appoint a Chairman to each of the following committees:

- Finance
- Planning
- Recreation
- Parish Farm

11 Committee Terms of Reference
To review the Terms of Reference for:

- Finance, Planning, Recreation and Parish Farm Committees
- Climate Change, Traffic Solutions and Hazeley Road Development Working Groups

12 Additional Committees
To consider the appointment of any additional committees and their Terms of Reference.

13 Special Responsibilities
To approve member special responsibilities:

- Newsletter
- Footpaths & Highways
- Flooding

14 Outside Bodies
To approve representatives to the following outside bodies:

- Twyford Nurses Trust
- Patient Participation Group
- Twyford Parish Hall
- Winchester Association of Parish & Town Councils

15 Standing Orders
To approve the Standing Orders

16 Financial Regulations
To approve the Financial Regulations

17 Approval of Minutes of previous meeting
To approve as a correct record and authorise the signing of the minutes of the meeting of Twyford Parish Council held on 23rd April 2026

18 Public Representation
Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions 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.

19 County Councillor's Report
To receive the County Councillor's report.

20 District Councillors' Report
To receive the District Councillors' report.

21 Committee Minutes
To receive the draft minutes from the Recreation Committee meeting and approve recommendations contained therein.

- 22 Schedule of Payments**
To receive and approve the Schedule of Payments for May 2026.
- 23 Bank Balances**
To receive and note the bank balances as of 30th April 2026.
- 24 Annual Internal Audit Report and Governance Statement**
To receive and approve the signing of the Annual Internal Audit Report and Governance Statement 2025/26.
- 25 Accounting Statements**
To receive and approve the signing of the Accounting Statements 2025/26.
- 26 Conflict of Interests with BDO LLP**
To receive and complete the Conflict of Interest form with BDO LLP.
- 27 Appointment of Internal Auditor**
To confirm the next steps to appoint a new Internal Auditor.
- 28 Grant Applications**
To receive and consider a grant application from Life Education Wessex & Thames Valley to support workshops at Twyford St. Mary's School.
- 29 Annual Parish Assembly**
To confirm the date of the 2027 Annual Parish Assembly
- 30 Active Travel Interventions in the Itchen Corridor**
To receive and consider an update on Active Travel Interventions in the Itchen Corridor.
- 31 Working Group Updates**
To receive verbal updates from:
- Hazeley Road Development Area Advisory Cttee.
 - Traffic Solutions Advisory Committee.
 - Climate Advisory Committee.

Agenda Item 8 & 9



Twyford Parish Council

Annual Council Meeting – 21st May 2026

Committee & Working Group Appointments

The Chairman and Vice Chairman of the Council are automatically members of all Committees.

Finance Committee (4)

Chairman: Cllr. Sellars

Cllrs. Forder-Stent, Corcoran, Cook.

Reserve: Cllr. Pullen.

Planning Committee (6)

Chairman: Cllr. Mitchell

Cllrs. Pullen, Corcoran, Hill, Cook.

Reserve: Cllr. Forder-Stent

Recreation Committee (6)

Chairman: Cllr. Sellars

Cllrs. Pullen, Pain, Forder-Stent, Cook, Hill.

Reserve: Cllr. Percival

Parish Farm (6)

Chairman: Cllr. Corcoran

Cllrs. Mitchell, Cook.

Hazeley Road Development Working Group

Cllrs. Corcoran, Mitchell, Mr. J. Mardon, Mr Richard Parker

Climate Change Advisory Committee Working Group

Cllrs. Forder-Stent, Pullen, Bailey-Morgan

Traffic Solutions Working Group

Cllrs. Pullen, Cook, Percival.

TERMS OF REFERENCE

1. The Finance Committee is constituted as a Standing Committee of Twyford Parish Council.
2. The Committee composition shall comprise of four Councillors as voting members with three members of the Committee constituting a quorum.
3. The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.
4. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all four appointed Councillors are present.
5. The Chairman is elected by the Full Council, but a Vice-Chair is to be elected annually by the Committee.
6. The principal purpose of the Committee is to manage the finances of the Council and recommend a budget and proposed Precept to Council annually.
7. The Committee is tasked with preparing a budget for each financial year and submitting the budget for approval to a Full Council Meeting no later than January each year.
8. Provide Neighbourhood CIL and Section 106 oversight: The Committee will approve projects for Neighbourhood CIL and Section 106 applications as well as be responsible for applying for all CIL Projects.
9. The Committee will receive and consider periodic reports on Neighbourhood CIL and Section 106 allocation.
10. Ensure that all financial requirements and reserves are managed in line with the Council's Financial Regulations.
11. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget for Finance.
12. The Committee shall also:
 - Consider and approve financial recommendations received from other committees.
 - Consider and approve the recommended annual staff budget and consider information relating to Staff Salary reviews.
 - Undertake overall management of all the Council's finances and banking operations.
 - Make recommendations to Council where appropriate in respect of its policies.
 - Report to Council all expenditure approved that is not included within the annual budget estimates.
 - Monitor and check the monthly wage process and approve wage payments
 - Oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
 - Undertake maintenance responsibility for certain miscellaneous items of street furniture, including bus shelters and street lighting.
13. All correspondence shall be conducted through the Clerk of the Council wherever possible.
14. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
15. The Committee will meet as the workload requires, with a minimum of 3 clear days' notice given.

RECREATION COMMITTEE

TERMS OF REFERENCE

1. The Recreation Committee constituted as a Standing Committee of Twyford Parish Council.
2. The Committee composition shall be six Councillors as voting members with four members of the Committee constituting a quorum.
3. The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.
4. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all six appointed Councillors are present.
5. The Chair is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
6. The Committee's role is to manage the following:-
 - Hunter Park Recreation Ground and Car Park
 - Hunter Park Allotments
 - Northfields Play Area
 - War Memorial bench and verge
 - Contracted footpath maintenance
 - Lengthsman scheme and associated maintenance
7. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual revenue budget of the Committee. The Committee shall be able to approach Full Council for additional funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
8. The Committee can initiate new facilities within the Parish, e.g. new play areas. All costs must be within the agreed budget or the Committee shall seek funding for such works.
9. The Committee will initiate and approve tenders for all aspects of maintenance and ground works in accordance with the Council's Financial Regulations.
10. All correspondence shall be conducted through the Clerk of the Council wherever possible.
11. The day-to-day management of the Allotments and communications with tenants is delegated to the Clerk and Assistant Clerk. Councillors will be invited to attend allotment inspections.
12. The day to day management of locations under the remit of the committee and bookings for the hire of facilities at Hunter Park is delegated to the Clerk and Assistant Clerk. One-off bookings for large, or unusual events, will be referred to the Committee.
13. The Committee will meet as the workload requires, with a minimum of 3 clear days' notice given.

PLANNING COMMITTEE

TERMS OF REFERENCE

1. The Planning Committee is constituted as a Standing Committee of Twyford Parish Council.
2. The Committee composition shall be six Councillors as voting members with four members of the Committee constituting a quorum.
3. Reserve members may be appointed and are entitled to receive meeting papers and attend all meetings but are not entitled to vote if all six appointed Councillors are present.
4. The Chair is elected by the full Council but a Vice-Chair is to be elected annually by the Committee.
5. Consider all planning and licensing applications pertaining to Twyford Parish and to respond to the Local Planning Authority.
6. Consider matters relating to national and local planning policy.
7. The Committee may canvas opinions for and against applications to assist with fair determination of applications.
8. Any controversial applications can be referred to the full Parish Council.
9. A time sensitive response in relation may be made by the Clerk in consultation with Committee Chairman and reported to the next meeting of the committee.
10. Where an application is subject to an appeal, the Committee can make written representation or to elect a member of the Committee to attend the hearing.
11. All correspondence shall be conducted through the Clerk of the Council wherever possible.
12. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
13. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
14. All members shall attend a planning training session within a year of appointment and complete further training at least every four years.

PARISH FARM COMMITTEE

TERMS OF REFERENCE

1. The Parish Farm Committee is constituted as a Standing Committee of Twyford Parish Council.
2. The Committee composition shall comprise six members of which at least two members shall be Twyford Parish Councillors. There is a quorum for four members of the Committee.
3. Non Parish Councillors can be co-opted by the Committee but shall have non-voting rights.
4. The Membership of the Committee shall be reported to the Council.
5. The Chair is elected by the full Council but a Vice-Chair is to be elected annually by the Committee.
6. The Committee shall manage the 18 acres of Berry Meadow, Twyford Meads and Compton Lock to improve biodiversity, enhance ecology and increase public access. To carry out further nature conservation projects to preserve and maintain the pasture and water meadows as part of the ecologically sensitive Itchen Valley for the long term benefit of the local community. Activities include:
 - a. To monitor the appearance and condition of the Berry Meadow and immediate surroundings including; the informal car park/lay-by on Shawford Road; the gateways on Shawford Road and Berry Bridge; and the footpaths across the meadow ensuring that they are in a good state of repair.
 - b. To manage the approved budget.
 - c. To manage Twyford Meads & Compton Lock in accordance with relevant management plans
 - d. To keep a running list of work required to be done in the coming financial year together with budgetary costs.
 - e. To ensure that the conditions for Defra grants are met so that the grants continue to be paid
 - f. Periodically review the grants available and any changes that need to be taken into account.
 - g. Report of the condition of the Itchen Navigation footpath within parish boundary.
7. The Committee will prepare a plan and budget each year for the Council's approval so that the objectives and responsibilities in section (6) are addressed. The Committee has powers delegated to it by the Council so that it may carry out day to day management of the meadow to fulfil this plan within budget. The Committee may not otherwise act formally on behalf of the Council.
8. All external correspondence to be copied to the Clerk to the Council.
9. The Committee shall meet at least twice a year and meetings will be held in accordance with Standing Orders of Council.

Hazeley Road Development Area Working Group

TERMS OF REFERENCE

i. Purpose

- a. The purpose of the group is to oversee the day-to-day liaison between the Council, developer and other stakeholders in order to deliver the development of Site 26 as set out in Policy DB1 of the Twyford Neighbourhood Plan. The key focus of the group is the delivery of the sections 3 and 4 of policy DB1, specifically 3a Car Parking & land for community use, 3c Traffic Management and 4 Flooding.
- b. The group may also liaise with the developer on the design of other aspects of DB1 such as Affordable Housing and Open Space.
- c. The group may also investigate sources for funding for this work.
- d. The group will reach a consensus on their proposals before making recommendations to the Full Council.
- e. The group may make recommendations to the Planning Committee on matters which fall under its Terms Reference and delegated powers.

ii. Membership

The group will consist of two TPC Councillors, the Clerk and two external representatives who can offer expert advice. Where voting is required, each member, except for the Clerk, will be entitled to one vote.

The membership of the group will be approved by the Full Council and reviewed annually.

iii. Chairman

The Chairman of the Working Group will be appointed by the Full Council

iv. Reports & Minutes

The committee does not need to record the minutes of its meetings. However, in the absence of meeting minutes, a report must be made on the working group's activities to the Full Council every two months. It is within these minutes or reports that recommendations to the Full Council will be made.

v. External Advice

The Committee may, from time to time, invite other professional experts or subject matter experts to attend their meetings.

[Climate Change] Working Group - Terms of Reference

The Working Group is appointed by and solely responsible to Twyford Parish Council. The Working Group has no decision-making or spending power delegated to it, but will present recommendations to the Council, or to a Committee of the Council, for discussion and decision. The Working Group may be authorised to deliver a programme of work – including incurring expenditure – upon resolution of the Full Council only. Such expenditure is subject to the Council's Financial Regulations.

1. The purpose of the Working Group is to advise the Council on a range of initiatives in order to inspire and coordinate community action so that climate mitigation, adaptation and environmental restoration become an everyday priority for local residents.
2. The Working Group will include at least two Parish Councillors determined by Full Council.
3. The Working Group may invite members of the public from within the parish of Twyford to join the group. Membership of the group must be reported to Full Council.
4. The Working Group must appoint a Lead Member/Chair, who shall be responsible for calling and running meetings, reporting to Full Council and liaising with the Clerk of Council.
5. The quorum for a meeting shall be three members, including at least one Parish Councillor.
6. Meetings must be held at least bi-annually, but otherwise called ad-hoc.
7. Meetings of the Working Group are informal and therefore do not need to be held in public and may be held remotely.
8. The Working Group reports to the Full Council and should provide regular reports to keep the Parish Council informed of its activities.
9. Meetings of the Working Group do not need to be minuted, however notes/minutes are considered best practice and should be lodged with the Clerk of Council.
10. The Working Group does not have any delegated powers to make decisions for or on behalf of the Parish Council and must not exceed its purpose or remit without the permission of the Parish Council.
11. The Working Group is an informal advisory group and any decisions made by the Group cannot bind the Parish Council. The Parish Council will consider the advice provided by the Working Group, but they are under no obligation to accept the advice as a basis for any decisions made by it.
12. Once the purpose of the Working Group has been fulfilled, the Group will be disbanded.

TRAFFIC SOLUTIONS Working Group

TERMS OF REFERENCE

1. To identify and promote potential solutions to traffic problems within the Parish of Twyford.

The Parish Council aims to support residents who are seeking to take forward initiatives that require action by public sector and other bodies responsible for highway infrastructure and safety of the public.

To assess the nature of identified problems and solutions, ascertain public opinion on their merits and prospects for delivery; determine priorities for action.

The Working Group's recommendations will help the Parish Council to determine whether and to what extent it can contribute to the costs of preferred solutions.

2. The Working Group shall comprise at least six but no more than twelve members; at least three members shall be Parish Councillors, the remaining members may or may not be Parish Councillors. At least two thirds of the Group shall be residents of Twyford Parish.

Parish Councillor members of the Working Group will be appointed by the Full Parish Council at the Annual Meeting in May. Other members of the Working Group shall be invited by a Parish Councillor member to join the Working Group after consulting all existing Working Group members.

A quorum shall be required for every meeting of the Working Group and shall be achieved with four members, at least two of whom shall be Parish Councillors.

3. The Working Group will elect a Chair who shall be a Parish Councillor and the main point of contact for the Parish Council. The Chair will report to the Parish Council as and when appropriate and to Twyford Parish residents at their Annual Parish Assembly.
4. The Chair shall be elected at the first meeting of the Working Group and then annually at the first meeting of the Committee after the May appointment of Parish Council members.
5. Meetings of the Working Group are informal and therefore do not need to be held in public and may be held remotely.
6. The Working Group reports to the Full Council and should provide regular reports to keep the Parish Council informed of its activities.
7. Meetings of the Working Group do not need to be minuted, however notes/minutes are considered best practice and should be lodged with the Clerk of Council.
8. The Working Group does not have any delegated powers to make decisions for or on behalf of the Parish Council and must not exceed its purpose or remit without the permission of the Parish Council.
9. The Working Group is an informal advisory group and any decisions made by the Group cannot bind the Parish Council. The Parish Council will consider the advice provided by the Working Group, but they are under no obligation to accept the advice as a basis for any decisions made by it.
10. Once the purpose of the Working Group has been fulfilled, the Group will be disbanded.

Twyford Parish Council



**TWYFORD PARISH COUNCIL ADVISORY COMMITTEE
THE TWYFORD TRAFFIC SOLUTIONS FOCUS GROUP**



Potential areas of focus / Working Groups

40 MPH
Main Road
Hazeley Road approach

20 is Plenty
Twyford
village speed
limit

Road
Crossings
High Street
Finches Lane

Norris's Bridge
Pedestrian
walkway

Speed Limit Reminders
Village gateways
Chicanes
SLRs
Community Speedwatch

Cycleways
Main Road shared path

Pavements
Hazeley Road

Agenda Item 13 & 14



Annual Council Meeting – 21st May 2026

Twyford Parish Council

Special Responsibilities & Outside Bodies

Special Responsibilities

Newsletter - Cllr. Pullen

Footpaths - Cllr. Pullen

Flooding – Cllr. Forder-Stent

Outside Bodies

Twyford Nurses Trust – Cllr. Forder-Stent

Patient Participation Group - Cllrs. Forder-Stent and Pain

Twyford Parish Hall – Cllr. Sellars

Twyford Waterworks Trust – Cllr. Cook

Winchester Association of Parish & Town Councils – Cllrs. Corcoran and Forder-Stent

Southern Parishes Group - Cllrs. Corcoran and Forder-Stent

Winchester Villages Trust - Cllr. Cook

Southampton Airport Consultative Committee – Vacant

TWYFORD PARISH COUNCIL STANDING ORDERS

Summary Of Revisions Made	Version	Date
Re-adopted	1.00	10/05/2012
Presented for Re-Adoption with changes to section 7 related to the new code of conduct	2.00	16/05/2013
Changes to section 7 as per minutes of FPC meeting 16/05/2013	3.00	16/05/2013
Readopted		May 2015
Adoption of the revised model issued by the National Association of Local Councils (NALC). Key changes to previous Standing Orders are: the Chair is given greater discretion. A designated email address may be used for service of documents and maintenance of electronic records is recognised. A requirement is introduced to provide adequate notice to the Clerk of matters required to be publicised before a meeting. Introduction of a requirement for a media policy. Threshold for requiring formal tendering raised to £60,000. The new NALC model has been amended to change from Chairman to Chair and remove references to masculine gender, consistent terminology has been adopted and defined terms are identifiable by capital letters.	4.00	16 June 2016
Readopted without change	4.00	25 May 2017
18f – amended to remove a specified amount, but refers to the threshold specified by the Office of Government Commerce	5.00	8 th March 2018
Readopted without change	6.00	28 th March 2019
Readopted without change	7.00	30 th April 2020
Readopted without change	7.00	28 th April 2022
Readopted without change	7.00	29 th June 2023
Readopted without change	7.00	23 rd May 2024
Readopted without change	7.00	May 2025 minute 15/25

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2. Disorderly conduct at meetings
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7. Previous resolutions
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10. Motions at a meeting that do not require written notice
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13. Code of Conduct and dispensations
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Standing Orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the 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 becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early oral 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.
- 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 unless the Chair decides that it is appropriate in the circumstances to invite a reply.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall normally have a right of reply either at the end of debate of the first amendment, or at the very end of debate on the final substantive motion immediately before it is put to the vote, unless the Chair decides that it is appropriate in the circumstances to invite a reply at any other time.
- 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 the Councillor last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of 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 the Councillor considers has been breached or specify the other irregularity in the proceedings of the meeting the Councillor is concerned by.
- q A point of order shall be decided by the Chair of the meeting, whose 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 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) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under Standing Order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- g Subject to Standing Order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak.
- j A person who speaks at a meeting shall direct his 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 Photographing, recording, broadcasting, transmitting or commentary (other than a running oral commentary) on the proceedings of a meeting by any means is permitted without the Council's prior consent, except that in the case of children or vulnerable adults the consent of a responsible adult shall be required. In the case of children, a 'responsible adult' is his or her parent, legal guardian or teacher, and in the case of a vulnerable adult, a 'responsible adult' is a medical practitioner, carer or legal guardian. Reference should be made to the Protocol for Reporting at Meetings. *[Annexed to these Standing Orders]*
 - m **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.**
 - n **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in the Chair's absence be done by, to or before the Vice-Chair of the Council.**
 - o **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
 - p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**



q **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 a casting vote whether or not the Chair gave an original vote.**
See Standing Orders 5(i) and (j) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

r **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.

s 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 present and absent;
- iii. interests that have been declared by Councillors and non-councillors with voting rights;
- iv. whether a Councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.



t **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 (the "Code") 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.**



u **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.



v **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.**

w A meeting shall not exceed a period of 3 hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a Committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.**
- b **The members of a Committee may include non-councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an Advisory Committee and a sub-committee of the Advisory Committee may be non-councillors.**
- d The Council may appoint Standing Committees or other Committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next annual meeting of full Council;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
 - iv. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of members of such a Committee;
 - v. may, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a Committee whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a Standing Committee, appoint the Standing Committee Chair;
 - vii. shall permit a Committee other than a Standing Committee, to appoint its own Chair at the first meeting of the Committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a Committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a Committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a Committee.

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 new 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 may direct.**
- 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 directs.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**
- f **The Chair of the Council, unless the Chair has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if any, unless the Vice-Chair resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, the current Chair shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, the current Chair shall preside at the meeting until a new Chair of the Council has been elected. The current Chair may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting of the Council, the business of the annual meeting shall include i to xii immediately below and unless scheduled for another meeting xiii to xix:
 - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

- iii. Receipt of the minutes of the last meeting of a Committee;
- iv. Consideration of the recommendations made by a Committee;
- v. Review of delegation arrangements to Committees, sub-committees, staff and other local authorities;
- vi. Review of the Terms of Reference for Committees;
- vii. Appointment of members to existing Committees;
- viii. Appointment of any new Committees in accordance with Standing Order 4;
- ix. Review and adoption of appropriate Standing Orders and Financial Regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the Council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council.

6. Extraordinary meetings of the Council and Committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to 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 must be signed by the two Councillors.**
- c The Chair of a Committee or a sub-committee may convene an extraordinary meeting of the Committee or the sub-committee at any time.
- d If the Chair of a Committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the Committee or the sub-committee, any 2 members of the Committee and the sub-committee may convene an extraordinary meeting of a Committee and a sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a Committee or a sub-committee.
- b When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved within 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 which it is tabled for 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 the specific motion or an adequate description of the business to be transacted is on the agenda. A Councillor wishing to propose a motion or business to be transacted shall give written notice of that motion or business to the Proper Officer at least 5 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 in writing to the Proper Officer so that it can be understood, at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer

shall consult with the Chair or Standing Committee Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to Standing Order 9(e), the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book or designated electronic folder for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book or designated electronic folder for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

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

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- 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, the Chair 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 the Chair’s view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon 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(f).

- a All Councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council (the “Code”).
- b Unless granted a dispensation, a Councillor (or non-councillor with voting rights) shall withdraw from a meeting when it is considering a matter in which that person has a disclosable pecuniary interest. The Councillor (or non-councillor with voting rights) may return to the meeting after it has considered the matter in which that person had the interest.
- c Unless granted a dispensation, a Councillor (or non-councillor with voting rights) shall withdraw from a meeting when it is considering a matter in which the Councillor (or non-councillor with voting rights) has another interest if so required by the Code. The Councillor (or non-councillor with voting rights) may return to the meeting after it has considered the matter in which that person had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only, or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to Standing Orders 13(d) and (f), dispensations requests 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 the following applies:**
 - 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 or**

- ii. **granting the dispensation is in the interests of persons living in the council's area or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of Conduct complaints

- a Upon notification by Winchester City Council that it is dealing with a complaint that a Councillor or non-councillor with voting rights has breached the Code, the Proper Officer shall, subject to Standing Order 11, report this to the Council.
- b Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Winchester City Council that a Councillor or non-councillor with voting rights has breached the Council's Code, the Council shall consider what, if any, action to take against that person. 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 and a sub-committee serve on Councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**

The Proper Officer may, at the request of any Councillor, with at least three clear days before a meeting of the Council, a Committee and a sub-committee, serve on the Councillor a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

See Standing Order 3(b) above for the meaning of clear days for a meeting of a full Council and Standing Order 3 (c) for a meeting of a Committee.

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Committee** or a sub-committee **(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 a meeting of a Committee.
- iii. subject to Standing Order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming that Councillor's withdrawal of it;
- iv. **convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in the Chair's office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from Councillors;
- viii. retain a copy of every Councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also Standing Order 22.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or designated electronic record for such purpose;
- xv. refer a planning application received by the Council to the Planning Committee Chair or in the absence of that person the Chair of the Council, within two working days of receipt, to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council's Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
See also Standing Order 22.

16. Responsible Financial Officer

- a The Council shall appoint an appropriate staff member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. *Note – The Clerk is the Council's Responsible Financial Officer.*

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 (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s Financial Regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments for each quarter;
 - ii. the Council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full Council the accounting statements for the year in the form of Section 2 of the annual 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 applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to 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. procurement policies (subject to Standing Order 18(c)) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial Regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in Standing Order 18(d).**
- d Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a Committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce, the Council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to Standing Order 11.
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the Twyford Parish Council – Standing Orders

Chair or, if the Chair is not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.

- c The Chair, or in the Chair's absence, the Vice-Chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk (and Responsible Financial Officer). The review and appraisal shall be reported in writing and is subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk (and Responsible Financial Officer) or other employees shall contact the Chair or in the Chair's absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk and Responsible Financial Officer relates to the Chair or Vice-Chair, this shall be communicated to another Councillor, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in Standing Orders 19(f) and (g) if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 19(f) and (g) above shall be provided only to the Chair.

20. Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. 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.

22. 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 22(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

23. Communicating with District and County or Unitary councillors

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

24. Restrictions on Councillor activities

- a Unless authorised by a resolution, 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.

25. Standing Orders generally

- a All or part of a Standing Order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with Standing Order 9.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible after the Councillor has delivered their Acceptance of Office form.
- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

Twyford Parish Council

PROTOCOL FOR REPORTING AT MEETINGS

[Annex to Standing Order 3(l)]

1. Introduction

- 1.1 This Protocol provides guidance to members of the public or press who wish to photograph or record proceedings at any of Twyford Parish Council's public meetings.
- 1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:
 - (a) subject to the provisions of this Protocol; and
 - (b) provided that the Chair is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.
- 1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Protocol.
- 1.4 Meetings which take the form of hearings or which discuss sensitive employment or contractual information may not be suitable for recording due to the nature of some of the evidence given at the meeting. It will be at the Chair's discretion to determine whether the recording of a particular meeting will be permitted.
- 1.5 Failure to follow the provisions within this Protocol may result in the Chair refusing to allow the proceedings to be photographed or recorded.
- 1.6 For the purposes of this Protocol 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

2. Before the meeting

- 2.1 Those wishing to record proceedings at a meeting are recommended to contact the Clerk as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chair be sought.
- 2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible:

3. At the meeting

- 3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chair will make an announcement to this effect at the beginning of the meeting if a request has been received.
- 3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.
- 3.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.
- 3.4 Photography or filming must take place from a fixed position in the meeting room approved by the Chair, to ensure that the view of Councillors, officers, public and press, is not obstructed.
- 3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chair.
- 3.6 Photography or audio/visual recording will be stopped if the Chair feels it is disrupting or inhibiting the meeting in any way.
- 3.7 If someone refuses to stop recording when requested to do so the Chair will ask the person to leave the meeting. If the person refuses to leave, the Chair will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
- 3.8 Anyone asked to leave a meeting because they have refused to comply with the Chair's request to do so, may be refused permission to record future meetings.

4. After the meeting.

- 4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.
- 4.2 If someone fails to comply with this Protocol the Chair may refuse to allow this person to record any future meetings.
- 4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.



Twyford Parish Council

FINANCIAL REGULATIONS

Approved May 2026. Minute xx/xx

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These Financial Regulations were adopted by the council at its meeting held on 21st May 2026

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 governing documents 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 Clerk has been appointed as RFO and these regulations apply accordingly. 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**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £8,000;

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 all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO 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, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council's Finance Committee.

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;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] 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 Finance Committee at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee.
- 4.3. No later than November each year, the RFO 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 may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council's Finance Committee not later than the end of November each year.
- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and any forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant 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 several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **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.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. 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.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
 - the Clerk, under delegated authority, for any items below £3,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £8,000 excluding VAT
 - the council for all items over £8,000;Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. 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 [£5,000] 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 council or relevant committee as soon as practicable thereafter.
- 5.19. 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.
- 5.20. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

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 council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust, Redwood and Cambridge & Counties. The arrangements shall be reviewed every two years for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 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. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/credit card, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. [blank]
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £3,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

- iv. Fund transfers within the councils banking arrangements up to the sum of £80,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or finance committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Assistant Clerk may be authorised signatories, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email or post to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised signatories]. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two authorised bank signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and an authorised bank signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. 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.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. [blank]
- 8.2. [blank]
- 8.3. [blank]
- 8.4. [blank]

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Assistant Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. 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.
- 11.5. 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.
- 11.6. 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 or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.
- 11.7. 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.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

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

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. 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.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. 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.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. [blank]

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with 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.

15. Stores and equipment

- 15.1. [blank]
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

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

16. Assets, properties and estates

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

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

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

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

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

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by 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.

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

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. 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 annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity

Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. 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 disapply any legislation or permit the council to act unlawfully.
- 19.3. 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 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.

District Councillors Report for Twyford Parish Council

Date: May 2026

Councillors: Sue Cook 07884 111916 susancook@winchester.gov.uk and Liam

Bailev-Morgan 07769 115363 lbailev-morgan@winchester.gov.uk



Your monthly round up of helpful information for our local councils. Please do share relevant stories with your parish councillors & local community.

In this edition:

- Local election results 2026
- Local Councils Meeting- 25 June
- Bank Holiday bin collections
- £1 May half term football for all
- Consultation on two new parish councils launched
- Join us for the Climate and Nature Open Forum
- Community Small Grants Schemes 2026/27
- Free grass pitch improvement workshop
- Community Buildings Forum
- Free AI workshops for district businesses
- Anti-social behaviour summer campaign
- How tenants can help shape our housing policies
- Free money skills workshops for local groups

LOCAL ELECTION RESULTS 2026



Following the local elections on Thursday 7 May, the political makeup of Winchester City Council is:

- 36 seats for the Liberal Democrat Party
- 4 seats for the Conservative Party
- 4 seats for the Green Party
- 1 seat for Independent Councillors (not designated a group)

You can also view the results of the county council's election on their website.

[View results for Winchester City Council](#)

[View results for Hampshire County Council](#)

LOCAL COUNCILS MEETING 25 JUNE 3-5PM

The next Local Councils meeting will be on Thursday 25 June at 3pm (via Teams) and your Parish Clerk, together with two Local Council Members, are welcome to join

Laura Taylor and the team.

We were pleased to attend the Winchester district AGM and will provide an update on LGR and the next steps for the Local Plan for those that couldn't join that meeting. If you have any items you would like to discuss, please forward these to executiveassistants@winchester.gov.uk.

Thank you so much and we look forward to seeing you (virtually) on 25 June.

BANK HOLIDAY BIN COLLECTIONS



Due to the bank holiday on Monday 25 May, there will be no bin collections that day. For that week, collections will be one day later than usual, with Friday collections taking place on Saturday.

These changes are already reflected on residents' bin calendars and residents can check their next bin dates on our [Bin Calendar web page](#).

£1 MAY HALF TERM FOOTBALL FOR GIRLS AND BOYS

We've teamed up with ActiveMe 360 again for the May half term to provide outdoor football coaching sessions for girls and boys in Whiteley, Colden Common, River Park and Stanmore.

Sessions take place from Tuesday 26 to Friday 29 May and bookings can be made via ActiveMe260's website: <https://bookings.activeme360.co.uk/project/75586>

Please do share this information with your local community!

CONSULTATION ON TWO NEW PARISH COUNCILS LAUNCHED

Help shape proposed new parish councils

Community Governance Review



We've launched our public consultation on proposals for two new parish councils in Winchester.

Last year, over 1400 residents, organisations and businesses responded to our stage one consultation, and following this, we're now asking for views on two new parish councils for the Winchester town area and Kings Barton.

There will be drop-in events to ask questions in person on 1 June and 3 June - [find out more on our website](#)

[Read more and have your say](#)

JOIN US FOR THE CLIMATE AND NATURE OPEN FORUM

Learn about our plans for supporting and improving nature across the district at our upcoming Climate and Nature Open Forum (previously called the Carbon Neutrality Open Forum) on Tuesday 9 June, 6.30 to 8pm. The event will be online via Teams.

Presentations will be on the theme of Nature, including an introduction to the Nature Improvement Plan for the district from our Ecology team, an outline of Magnificent Meadows project from [CPRE Hampshire](#), a National Lottery funded project that aims to rejuvenate local grasslands and precious meadows in Winchester and across Hampshire.

[Book your place](#)

COMMUNITY SMALL GRANTS SCHEMES 2026/27



District Small Grants Scheme

Our District Small Grants Scheme is now open to applications from Community groups and charities in your area - please help us to raise awareness in your communities by sharing this information within your network.

Through the scheme, charities or community groups who are delivering projects across the wider district are able to apply for grants of up to £700.

You can find full details on our [District Small Grants web page](#) and we'll be sharing information via our social media channels too.

Some of the criteria and priorities have changed since last year, so please do read the guidance carefully before submitting an application.

Greener Faster Small Grants Scheme

Our Greener Faster Small Grants Scheme will also open a little later this month, with applications open from 26 May to 29 June.

This scheme is designed to support organisations that contribute to our Greener Faster priorities across the district, with grants of up to £1,000 available - and projects must start from 1 September 2026.

Check back [on our Greener Faster grants web page](#) for full details a little closer to the time - and keep an eye out on our social for more info as well!

FREE GRASS PITCH IMPROVEMENT WORKSHOP



We've teamed up with Hampshire FA to run a free workshop on Tuesday 23 June at 10am focusing on investment in outdoor grass sports pitches in the Winchester district.

We want to make sure you have access to the latest information on the funding available from the Football Foundation, and are fully up to date on the support that Hampshire FA and Winchester City Council can provide to both you and your clubs regarding grass pitch improvements.

This in-person workshop is also a fantastic opportunity to network with other local Parish and Town Councils at different stages of their pitch improvement journey. There will be plenty of time to ask questions, and you can also submit questions in advance through the booking form.

[Book your place now](#)

JOIN OUR UPCOMING COMMUNITY BUILDINGS FORUM

Join us for our upcoming Community Buildings Forum with Action Hampshire on Thursday 25 June from 1.30-3.30pm at Colden Common Community Centre.

This forum is for anyone involved in running a community building in the Winchester district, and is a great opportunity to learn, network and share ideas and challenges.

Speakers will share information about the support their organisation can provide, and there will be plenty of time for practical discussions. Over 40 people came along to our last forum from all across the district - and this time we'll be discussing how volunteers can support your building, with advice on how to recruit and retain volunteers. There will also be a talk on the latest funding available.

[Sign up via Eventbrite](#)

FREE AI WORKSHOPS FOR DISTRICT BUSINESSES



We've launched a new programme of free artificial intelligence (AI) training opportunities for local businesses.

Running in June and July, the training will offer practical guidance, expert insight and hands-on experience with emerging AI tools, helping to build digital confidence and preparing for the increasing role of AI in business and in the workplace.

The programme begins on Monday 8 June with an **Introduction to AI Webinar** at 10am, a one-hour accessible session open to all offering an overview of the current landscape and exploring AI's current everyday use in organisations.

You can find out more about the rest of the programme [over on our website](#) - and businesses can speak with our team via ecodev@winchester.gov.uk to find out which sessions will work best for them.

[Book onto the Introduction to AI Webinar](#)

ANTI-SOCIAL BEHAVIOUR SUMMER CAMPAIGN

With warmer weather approaching and the school holidays just around the corner, our Community Safety Team, alongside key partners, has launched its annual anti-social behaviour summer campaign.

As well as responding effectively to anti-social behaviour, the campaign also aims to delivering education and guidance to help residents stay safe - and appropriate enforcement action will be taken where necessary.

Over the coming months, the partnership will be getting involved in a range of national initiatives including Knife Crime Awareness Week, National Water Safety Week and Anti-social Behaviour Awareness Week - and we'll also be carrying out proactive patrols, hosting street meets and attending community events across the district.

If someone in your community raises concerns about anti-social behaviour, there's lots of information over on our website about how best to report it.

[Visit our anti-social behaviour webpage](#)

HOW TENANTS CAN HELP SHAPE OUR HOUSING POLICIES

We wanted to share some information about two ways that Winchester City Council tenants, leaseholders and shared owners can help shape our housing policies:

The **Policy Co-Creation Group** meets every third Thursday of the month at 6pm at the council offices and brings tenants together with officers to design and improve housing policies before they are finalised. Refreshments are provided at meetings, and we can help with transport or provide laptops if needed.

Our **Armchair Reviewers** initiative is a more flexible option where tenants can give feedback online in their own time, helping us make sure that policies are clear, fair and written in plain English.

To find out more or get involved in either of these initiatives, contact the Tenant Partnership Team on 0800 716 987 or email tenantpartnership@winchester.gov.uk.

Our Housing Improvement Workshops, where tenants can work with council officer to help improve our services are also returning this June - We'll be sure to publish details on our [Housing Events web page](#) in due course.

FREE MONEY SKILLS WORKSHOPS FOR LOCAL GROUPS

If you know of a local group that might benefit from an interactive money skills workshop helping to provide people with practical, real-world advice for everyday money challenges, then be sure to put them in touch with Citizens Advice Winchester District.

Bookings for these free, fun sessions can be made by emailing sacha.welch@cawinchesterdistrict.org.uk - you can also [download the flyer](#) to learn more.

SOUTH DOWNS NEWSLETTER



Keep up to date with the latest news from the South Downs National Park Authority via their monthly newsletter. You can view the latest editions [over on their website](#).

REMEMBER TO SEND US YOUR NEWS

We're really keen to help promote the great work that goes on throughout our district, so if there's a project, event, or consultation that you want to spread the word about, please don't hesitate to drop us a line at communications@winchester.gov.uk.

Visit the Winchester City Council website for the [latest news](#).

To find out our latest housing news, subscribe to our [Housing Newsletter](#).

For our latest business news, subscribe to our [Business Bulletin](#).





Forestry England

New woodland near Twyford

Share your views in our public consultation

We're planning to create a new woodland near Twyford in Hampshire, and we'd love to hear your views. Spitfire Forest will support wildlife, store carbon, produce sustainable timber, and become a new green space for local people to enjoy. We've been busy carrying out local surveys to understand the soil, wildlife, and mix of trees we can plant, and now we'd really love to hear what you think.

Have your say by midnight on Sunday 14 June by scanning the QR code, or by visiting <https://bit.ly/spitfireforest>



Scan me

I'm double-sided!



Annexes

Annex 1. List of important phone numbers and contact details

PLEASE MAKE A NOTE OF THESE TEL Numbers.
YOU Never Know when you might need them!!

NATIONAL HIGHWAYS 24/7

Reporting Line Traffic lights not working on Slip Roads.
Debris.
Litter
0300 123 5000

SOUTHERN WATER 24/7

This telephone Number is staffed at all times so please if you see a leak or water running when it shouldn't be PLEASE Report it IMMEDIATELY.
Please don't wait for someone else to Report the leak!
Always Act.
It's So Important for the Leaks to Be Reported.
IMPERATIVE
Please take the name of the Call Handler and the Ref Number.
0330 303 0368

SEWAGE IN THE RIVER

Southern Water on 0800 952 1001 or at this link:

<https://www.southernwater.co.uk/help.../report-a-pollution/>

The Environment Agency via their 24-hour incident hotline: 0800 80 70 60, or online: <https://www.gov.uk/report-environmental-problem>

M3 JUNCTION 9 IMPROVEMENTS

National Infrastructure Planning
Helpline 0303 444 5000
M3Junction9improvements@nationalhighways.co.uk

HAMPSHIRE HIGHWAYS HCC

0300 555 1388

HCC are encouraging residents to report on line.

Mon-Fri 08.30-17.00

Please If you encounter a Pot Hole or Crater or a dropped drain PLEASE report it.

Report a pothole | Transport and roads | Hampshire County Council

Can you get the ref number too please.

The reference Number will be emailed to you and you can then track the progress of the Report.

Fly tipping: [Fly-tipping - Winchester City Council](#)

OUT OF HOURS Call 101 Police

They have an out of Hours Number for Highways to Report all types of Incidents

From Accidents, Flooding, Trees on Carrieways.
The Police are extremely helpful and they call the out of hours immediantly.

To report a flooding or drainage problem
Hants.gov.uk OR Call them tel Number 0300 555 1388

WINCHESTER CITY OFFICES
Colebrook Street
01962 840222
Customer service@winchester.gov.uk

Mon-Thurs 08.30-17.00

Friday. 08.30-16.30

The Customer Service is still open the above hours but reception now closes at 15.00.
There is a phone where one can make contact in the Foyer.

The times are still the same currently.

IMPORTANT NUMBER ref Southampton Airport
Airport Noise and Flight Paths
Reporting Noise and or Any Concerns from Flights.
REF
Southampton Airport
Tel No 0344 4817777
24/7

Traffic Lights When Faulty

Important Update.

When Traffic Lights are not working correctly please call the Police 101 immediantly.

Some traffic lights self diagnose apparently.

We personally do not have a list.

It's best to contact the Police as some lights Are HCC Highways and others are Nat Highways.

Best Option is to inform the Police and they will make the complaint.

Agenda Item 22

Schedule of Payments – May 2026

Recommendation: Council to approve the schedule of payments for May 2026

No.	Gross	Vat	Net	Details
260041	50.00	0.00	50.00	Chandlers Ford Vets - Deposit return
260042	50.00	0.00	50.00	GTFC - Deposit return
260043	50.00	0.00	50.00	Pavilion Panthers - Deposit return
260008	69.00	0.00	69.00	Winchester City Council - Business Rates - May
260064	136.50	0.00	136.50	Viking - Stationery - stamps
260065	294.99	0.00	294.99	Viking - Office Chair
260045	70.80	11.80	59.00	Inclusive Play Ltd IP411 Rainbow chimes
260046	42.00	0.00	42.00	Twyford Cricket Club - February 2026 cricket square maintenance
260047	768.52	13.20	755.32	Twyford Cricket Club - March 2026 cricket square maintenance
260048	825.00	0.00	825.00	Twyford Cricket Club - April 2026 cricket square maintenance
260050	295.00	0.00	295.00	Sarson Press - 800 A5 Newsletters
260058	6,814.76	1,135.79	5,678.97	Elan City Ltd - Supply of 2 x Speed Sign
260044	164.50	3.33	161.17	Wyatt Electrical - April caretaking
260062	240.00	40.00	200.00	Edge IT - Annual Subscriptions - Security Support - extra device
260049	55.50	9.25	46.25	World of Inks - 2 x colour ink cartridges HP 303 XL
260051	50.00	0.00	50.00	Pavilion Panthers WFC - Return of deposit
260052	50.00	0.00	50.00	Compton Youth FC – Return of deposit
260054	3,064.87	0.00	3,064.87	Employee Salaries - May Salaries
260053	828.23	0.00	828.23	HCC Pensions - Pensions
260060	118.75	0.00	118.75	Lightatouch - Internal Audit EoY.
260068	1,891.40	315.23	1,576.17	Hampshire County Council - Street Lighting Oct to Mar
260069	230.40	0.00	230.40	Microsoft - Annual subscription - Staff Office packages
260070	558.00	0.00	558.00	Microsoft - Annual subscription - Cllr. Email accounts
260059	2,413.98	402.33	2,011.65	Green Smile Ltd - Monthly Grounds Maintenance
260061	16.15	0.00	16.15	Unity Trust Bank - Bank charges
260066	54.75	9.12	45.63	Octopus Energy - Electricity - Pavilion
260067	13.35	0.64	12.71	Octopus Energy - Field Electricity
260055	970.82	0.00	970.82	HMRC - PAYE and NI Contributions
260056	36.00	6.00	30.00	Vodafone - Mobile Phones - May
260057	33.02	5.50	27.52	Vodafone - Telephone and Broadband
260071	3.00	0.00	3.00	Lloyds Bank – Monthly Fee
260072	77.25	0.00	77.25	Portal Plan Quest - planning application (LDC) service.

Agenda Item 23



Annual Council Meeting – 21st May 2026

Twyford Parish Council

Bank Balances as of 30th April 2026

Ordinary Accounts		Interest rate
Unity Trust C/A	£3,975.05	0.0%
Redwood No.2 (35 day)	£132,269.90	3.45%
Unity Trust (Instant Access)	£137,476.16	1.95%
Short Term Investment Accounts		Interest rate
Cambridge & Counties Bank No.4	£106,437.06	4.00%
Total	£380,158.17	

Annual Internal Audit Report 2025/26

Twyford Parish Council

twyfordhants-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/04/26 22/01/26

TIM LIGHTFOOT AATQB

Signature of person who carried out the internal audit

T.J. [Signature]

Date 29/04/26

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

We acknowledge as the members of:

ENTwyford Parish Council TY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

twyfordhants-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

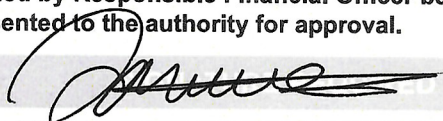
Twyford Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	130,814	140,037	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	119,666	137,334	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	55,261	170,728	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	46,813	50,636	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	1,373	1,310	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	117,517	124,739	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	140,037	271,414	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	140,037	271,414	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATED 728,266	732,181	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,400	1,200	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

27 APR 2026

I confirm that these Accounting Statements were approved by this authority on this date:

DDMMYYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Agenda Item 26

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	
---------------------------	--

I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

.....
Agenda Item 27

LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

30 April 2026

**Parish Clerk
Twyford Parish Council
The Pavilion
Park Lane
Twyford
SO21 1QS**

Dear Jamie

**Final Internal Audit Review:
Twyford Parish Council – covering January 2026 to March 2026 and Year End procedures.**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor’s Report on the 2025-26 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- ‘Accountability and Governance for Local Councils – A Practitioners’ Guide (England)’ 2025
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2025/2026 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The final review was carried out remotely to complete and finalise the End of Year Internal Audit 2025-2026 on Wednesday 29 April 2026.

.....

The Parish Clerk has also provided back-up information from AdvantEdge software the period for January 2026 to March 2026 plus End of Year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 and the ICO Publication Scheme from the Council's website.

We have carried out an Interim Internal Audit review in 2025-2026 and are using the information already recorded from this review to support the completion of the internal control objectives on the (AGAR) Annual Internal Audit Report.

Where this is necessary, we will complete the AGAR Annual Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

We discussed in more detail with the Parish Clerk the requirements of the new Assertion 10 to be added to the Annual Governance and Accountability Return 2025-2026 on IT and Data compliance.

We are pleased to report that:

- **staff and Councillors are using the correct email extension of .gov.uk or .org.uk.**
- **an IT Policy has been produced and approved by the Parish Council**
- **An accessibility statement is uploaded on the Parish Council and the website requirements to comply with the rules to meet the new WCAG 2.2 AA standard for website accessibility is in place.**
- **An ICO Publication Scheme template for Parish Councils has been uploaded to the Parish Council website.**

We discussed the need to ensure regular staff and Councillor training on Data Protection and that this should be recorded in the Minutes of the Parish Council.

A data audit should become a regular routine to ensure that the principles of keeping relevant and up to date data is reviewed on a regular basis.

All these requirements will become mandatory from the 01 April 2026.

We further discussed the potential of assets transfers from Winchester City Council as part of the Local Government Reorganisation as these will need careful consideration on how these will be received and managed by the Parish Council. The Parish Council should confirm any potentially viable or not for them to manage. **(Audit Note: It is our opinion that the Parish Council must be mindful of their capacity to manage future asset transfers as to ensure both future budget and resourcing to manage these in future years. We understand the Parish Clerk has internally reviewed and does not believe that there are any assets from Winchester City Council in the Parish that are likely to be made available for transfer).**

As part of this final Internal Audit Review, we checked:

Bank Reconciliations

- the Bank Reconciliation at 31 March 2026 was re-performed and no errors were noted.

Income and Expenditure including, PWLB Loan and VAT reimbursement

- all income and expenditure items as at 31 March 2026 were confirmed, and details are accurate to the records held by Council.

Parish Council Minutes

- Minutes of the Council were checked on the website for approvals and decisions made and approval of payments was checked for March 2026.

Risk Assessment 2025-2026

- the risks of the of the Parish Council were reviewed and approved at their meeting in January 2026 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2025) is met.

Asset Register

- The Asset Register was reviewed and agreed at the full Parish Council meeting in January 2026.

End of Year Procedures 2025-2026

- A full check was carried out on the End of Year documentation provided by the Parish Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2024-2025 and 2025-2026 shown on Section 2 of the AGAR as required by the External Auditor.
- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.
- The 2025-2026 AGAR Annual Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations 2015.
- This includes the Internal Auditor being shown evidence that the posting of the Notice on the Website was done at least one clear day before the 30-working day period begins. ***(Audit Note; We are pleased to report that the Parish council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulation 2015).***
- The Parish Council will also need to submit to the External Auditor for 2025-2026, Copy of prior year notice of completion (2024-25) of the external auditor's work on the annual return, and evidence of its publication (such as a web address and dates of documents being added).

This report should be circulated for the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Finally

As this is my last internal audit review for the Parish Council before handing over to a new Internal Auditor for 2026-2027, I should like to take the opportunity to thank you for your help and support in the time that I have provided the Internal Audit Service to the Parish Council.

I wish the Parish Council well for the future.

Yours sincerely,
Tim Light FMAAT, AATQB

May 3, 2026
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Internal Auditor.



Life Education

Wessex & Thames Valley

Helping children make healthy choices

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Vice Presidents:
David Foot
Diana Sale

Chairman:
Gary Hepburn

Vice Chairman:
Andrew Lovell

Company Secretary:
Les Christiansen

21/4/26

Twyford Parish Council

Dear Councillors

We are writing to request that you kindly consider Life Education Wessex & Thames Valley (LEW&TV) for a grant towards our work of providing health and wellbeing workshops to approximately 140 children at Twyford St Mary's CE Primary School on the 30/6/26 for 2 days.

Background

LEW&TV is a local not for profit children's charity delivering vital workshops in primary schools for children aged 3 to 11. We are linked to the national charity Coram, the leading children's charity for Health & Drug education in the UK.

Our mission is to empower children and young people to make safe, healthy, and informed life choices. We focus on the development of the whole person, promoting physical, emotional, and social well-being.

Costs and funding

The cost to deliver our project into schools is £550 per day; schools contribute approximately 70% of the cost, so we need to fundraise for the shortfall. We will be delivering workshops to the school for 2 days, which equates to a shortfall of **£410**. We do not expect your Council to contribute the whole of the difference, but obviously that would be fantastic if you were able. Nevertheless, any contribution you could make would make a real difference to outcomes for local children and families.

Subsidising the cost to the school means that we can reach more children with our message of healthy living.

We receive no direct government funding so we hope that you will be able to help us change these outcomes for our children. With your donation, we can give more children the opportunity to benefit from our 'skills for life' programme, helping to keep them safe, healthy, happy and achieving their very best.

100% of staff agreed that the workshops were well delivered
100% of staff agreed that the workshops met children's needs
100% of staff would recommend Coram Life Education & SCARF to another school

We believe that early intervention education lays the foundations to key life skills for lifelong learning, behaviour, and social & emotional health thus reducing gaps in inequality.

The need

- 41% of boys and 35% of girls aged 10-11 were either overweight or obese (5)
- 31% of pupils reported that they had been offered drugs (2)
- 9% of children aged 8-15 have ever used e-cigarettes or vaping devices (1)
- 20% of children aged 8-16 were identified as having a probable mental disorder (4)
- 28% of 8-11 year olds who go online say they have seen something worrying or nasty (3)

1. Health Survey for England 2021
2. Smoking, drinking and drug use amount young people in England 2022
3. OFCOM Media use and attitude report 2024
4. Mental Health of children and young people in England 2023
5. Office of health improvement and disparities 2021/2022

Reg. Charity No. 1071094. A company limited by Guarantee.
Registered in England No. 3585850
Life Education Wessex & Thames Valley is a trading name of Life
Education Wessex

Our work

We deliver workshops with highly trained educators in schools around these current topics:

1. **Physical Health and Wellbeing:** *drug education, nutrition, exercise, personal health choices*
2. **Mental Wellbeing:** *'5 ways to wellbeing', resilience, self-worth and positive mental attitude*
3. **Online Behaviours:** *online safety, digital literacy and managing on and offline behaviours*
4. **Relationship Education:** *bullying, tolerance, diversity, personal boundaries and healthy relationships with their peers and the wider community.*

Research shows that **children who have better health and emotional well-being do better in life.**

Quotes from children

- "I cannot choose a favourite part. I liked it all so much".
- "We all have different talents, and everyone is special".
- "I think it is really important to learn about not having too much screen time".
- "Happiness is good".
- "I listened to some of the suggestions for mental health."
- "I know I can make my own decisions and to stand up for what I think."
- "It will help me to say no; make my own decisions; be more resilient; be more assertive and have more confidence in myself."
- "We learnt how to look after our body, stay healthy and help people."



"I know firsthand how important this work is from the little ones in Reception who are figuring out what makes them who they are, helping them with their emotions and self-regulating, all the way up to year 6 where they are learning about health and drug education. In this ever-changing world this work is so important to help educate these young minds. Life Education Wessex & Thames Valley make a huge difference in the community, and it wouldn't be possible without their fundraising efforts." **Erin Kennedy OBE, Trustee for Life Education Wessex & Thames Valley, Para Olympian & World Champion**

We look forward to hearing from you and hope that ***you will be able to help your local children make healthy choices.***

Yours sincerely,

John Clements
Administrative Assistant
john@lifeeducationwessex.org.uk

For further details visit:

www.lifeeducationwessex.org.uk

or click

[Annual Accounts 2024-25](#)

[Accounts Overview 2024-25](#)

[Outcomes Evaluation 2023-24.](#)

Agenda Item 30



Twyford Parish Council

Annual Council Meeting – 21st May 2026

Active Travel Interventions in the Itchen Corridor

This update from the SDNPA is provided to members and relates to specifically to work being assessed on Parish Council owned land, but form part of a wider programme of interventions being explored.

C1-0007 Compton (Compton End) – Twyford (Berry Lane)



The pink route is for improved walking and wheeling.

The dark blue route is proposed for permissive cycling and improved walking and wheeling.

Stakeholders raised concerns regarding the removal of equestrian provision from the scope of the east–west route proposals and also questioned whether reliance on permissive cycling arrangements, rather than statutory rights, would ultimately allow the route to achieve the intended accessibility and “Access for All” ambitions.

Although, equestrian provision was not being progressed as part of the east–west route proposals, it has now been reincluded following further discussions with Hampshire County Council and the British Horse Society, and concerns raised by stakeholders, it is now intended to scope horse riders back into the feasibility work for the east–west route so that it can be better understood what may or may not ultimately be achievable within the environmental and landownership constraints.

Compton End to north-south NCN Link

It was suggested that opportunities for bridleway connectivity from Compton End to the proposed north–south route should continue to be explored. I have requested that Hampshire County Council Countryside Services investigate upgrading the section between the C61 Winchester Road and the proposed north–south NCN link to bridleway status.

Compton End to Compton Lock

Hampshire County Council Countryside Services are progressing initial improvement works to Compton Footpath 23. These works include surfacing and bridge improvements between Compton End and Compton Lock, focused on upgrading the existing public footpath within its current legal width.

It was initially intended that these works would form an initial phase of wider improvements. However, there remain a number of significant constraints within the existing definitive alignment, including narrow bridges, pinch points, constrained widths, and unresolved landownership matters. It is therefore unlikely that infrastructure substantially beyond the current scale of intervention will be achievable within this section, and it remains doubtful whether cycling or full accessibility for wheelchair and mobility users could ultimately be achieved.

Compton Lock to Berry Lane

We are continuing to explore delivery of an active travel route between Compton End and Berry Lane. This section was not included within the recent feasibility work and therefore remains at an early concept stage, with ongoing discussions required with landowners. Following recent discussions, equestrian use is not currently being taken forward within the scope of this section. The current concept is focused on walking, wheeling and recreational cycling, subject to landowner agreement and further feasibility work.

Discussions are continuing with Natural England and the SDNPA Heritage Officer regarding the environmental and heritage constraints associated with the route. However, before progressing further ecology appraisal and feasibility work across TPC land, it would be helpful to understand whether the Parish Council remains supportive, in principle, of continuing to explore permissive cycling and accessibility improvements across the pink and/or blue alignments shown on the attached plan.

At this stage, this is not seeking agreement to a final route or design. Rather, but whether TPC is content for further feasibility and stakeholder discussions to continue on the basis that:

- any proposals would seek to minimise visual and landscape impact;
- further ecological, heritage, landownership, and technical constraints work is still required; and
- any future proposals would return to the Parish Council for further consideration before progression.