



Partington
Parish Council

Council Documents

- **Standing Orders**
- **Code of Conduct**
- **Financial Regulations**

Partington Parish Council

**Standing Orders
2026-27**

Index

	Page Number
1. MEETINGS	3
2. CHAIRMAN OF MEETING	3
3. PROPER OFFICER	3
4. QUORUM	3
5. VOTING	3
6. ORDER OF BUSINESS	4
7. RESOLUTIONS WITHOUT NOTICE	4
8. CORRECTIONS TO MINUTES	5
9. DISORDERLEY CONDUCT	5
10. VOTING ON APPOINTMENTS	5
11. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL	5
12. EXPENDITURE	6
13. COMMITTEES AND SUB-COMMITTEES	6
14. VOTING IN COMMITTEES	6
15. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS	6
16. ACCOUNTS AND FINANCIAL STATEMENT	7
17. ESTIMATES	7
18. INTERESTS	7
19. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS	7
20. INSPECTION OF DOCUMENTS	8
21. UNAUTHORISED ACTIVITIES	8
22. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS	8
23. CONFIDENTIAL BUSINESS	8
24. EMERGENCY BUSINESS	8
25. LIAISON WITH TRAFFORD BOROUGH COUNCILLORS	8
26. PLANNING APPLICATIONS	8
27. STANDING ORDER ON CONTRACTS	9
28. CODE OF CONDUCT ON COMPLAINTS	9
29. STANDING ORDERS TO BE GIVEN TO MEMBERS	9
30. COUNCILLOR TRAINING	9

STANDING ORDERS for Partington Parish Council

1. MEETINGS

- 1.1. Meetings of the council shall be held at *Partington Community Centre at 18:00* unless the council otherwise decides at a previous meeting.
- 1.2. The Statutory Annual Meeting.
 - 1.2.1 In an election year this shall be held within fourteen days after that election.
 - 1.2.2 In a year, which is not an election year, shall be held on any day in May.
- 1.3. Ten proposed additional meetings shall be held on the *first* Wednesday of the month or at the discretion of the Parish Clerk:- *January, March, April, May, June, July, September, October, November, and December.*

2. CHAIRMAN OF MEETING

- 2.1. The person presiding at a meeting may exercise all powers and duties of the Chairman in relation to the conduct of the meeting.

3. PROPER OFFICER

- 3.1. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he or she shall be the Clerk: -
 - 3.1.1 To receive declarations of acceptance of office.
 - 3.1.2 To receive and record notices disclosing pecuniary interests.
 - 3.1.3 To receive and retain plans and documents.
 - 3.1.4 To sign notices and other documents on behalf of the Council.
 - 3.1.5 To receive copies of byelaws made by *Trafford Borough Council.*
 - 3.1.6 To certify copies of byelaws made by *Partington Parish Council.*
 - 3.1.7 To sign summonses to attend meetings of the Council.
- 3.2. In any other case the proper officer shall be the person nominated by the Council and, in default of nominations, the Clerk.

4. QUORUM

- 4.1. The quorum for the Council will be one third of the total Councillor places, but in any case not fewer than 4 (including the Chairman).
- 4.2. If a quorum is not present when the Council meets or if during a meeting the number of councillors present and not debarred by reason of declared pecuniary interest, falls below the quorum. The business not transacted at that meeting shall be transacted at the next meeting or on such day as the Chairman may fix.

5. VOTING

- 5.1. Members shall vote by show of hands or by a signed ballot and be present at the meeting.
- 5.2. If a member so requires, the Clerk shall record the names of the members who votes on any question so as to show whether they voted for or against it.
 - 5.2.1 Subject to (5.2.2) and (5.2.3) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.
 - 5.2.2 If the person presiding at the Annual Meeting would have ceased to be a member of the council but for statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term in office he/she may not give an original vote in an election for Chairman.
 - 5.2.3 The Person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

6. ORDER OF BUSINESS

(In an election year councillors should execute Declarations of Acceptance of Office in each other's presence, or of a proper officer previously authorised by the Council to take such declaration before the annual meeting commences.)

6.1. At each Annual Meeting, the first business shall be

6.1.1 To elect a chairman.

6.1.2 To receive the Chairman's declaration of Acceptance of office or, if not received, to decide when it shall be received.

6.1.3 To decide when any declarations of acceptance of office, which have not been received as provided by law, shall be received.

6.1.4 To elect a Vice-Chairman if appropriate.

6.1.5 To appoint committees and representatives.

6.2. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received

6.3. In every other year not later than the meeting at which the estimates for the next year are settled the Council shall review the pay and conditions of service of existing employees (*See Standing Order 11 below.*)

6.4. After the first business has been considered, the order of business, unless the Council otherwise decides on the grounds of urgency, shall be as follows: -

6.4.1 To read and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.

6.4.2 After consideration to approve the signature of the Minutes by the person presiding as a correct record, initialling each page and signing and dating the final page.

6.4.3 To accommodate any Parishioners Comments – 15 minutes maximum.

6.4.4 To dispose of business, if any, remaining from the last meeting.

6.4.5 To receive and consider reports from officers of the Council.

6.4.6 To deal with business expressly required by statute to be done.

6.4.7 To receive financial report and authorise the signing of orders for payment.

6.4.8 To receive and consider reports and minutes of committee.

6.5. A motion to vary the order of business on the ground of urgency

6.5.1 May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded.

6.5.2 Shall be put to the vote without discussion.

7. RESOLUTIONS WITHOUT NOTICE

7.1. Resolutions dealing with the following matters may be moved without notice: -

7.1.1 To appoint a chairman of the meeting.

7.1.2 To correct the Minutes.

7.1.3 To approve the Minutes.

7.1.4 To alter the order of business.

7.1.5 To proceed to the next business.

7.1.6 To close or adjourn the debate.

7.1.7 To refer the matter to a committee.

7.1.8 To appoint a committee or any members thereof.

7.1.9 To adopt a report.

7.1.10 To amend a resolution.

7.1.11 To give leave to withdraw a resolution or an amendment,

7.1.12 To exclude the public. (*See Standing Order 22.1 below.*)

7.1.13 To silence or eject from the meeting a member named for misconduct.

(See Standing Order 9 below.)

7.1.14 To invite a member having an interest in the subject matter under a debate to remain.

(See Standing Order 18.1 below.)

7.1.15 To give the consent of the Council where such a consent is required by these Standing Orders.

8. CORRECTIONS TO MINUTES

8.1. No discussion shall take place upon the Minutes except their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

9. DISORDERLY CONDUCT

9.1. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

9.2. If, in the opinion of the Chairman, a member has broken the provision of item (9.1) of this Order, the Chairman shall express the opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named leave the meeting, and the motion, if seconded shall be put forthwith and without discussion.

9.3. If either of the motions mentioned in item (9.2) is disobeyed, the Chairman may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.

10. VOTING ON APPOINTMENTS

10.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

11. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

11.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded (*See Standing Order 22.1.*)

12. EXPENDITURE

12.1 Orders for the payment of money shall be authorised by resolution of the Council and signed by two members under Section 6 of the Financial Regulations.

13. COMMITTEES AND SUB-COMMITTEES

13.1. The Council may at the Annual Meeting appoint standing committees and at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf: -

13.1.1 May at any time dissolve or alter the membership of the committee.

13.2. The Chairman or Vice Chairman of a committee shall be present at the committee meeting.

13.3 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council and shall settle its programme of meetings for the year.

13.4 The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of no less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

13.5 The quorum for each committee remains one third of the committee members.

13.6 Every committee may appoint sub-committees for purposes to be specified by the committee.

13.7 The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

13.8 The Council from time to time may set up Steering Groups to undertake work on behalf of the Council. The Council will set their 'terms of reference', and they will report periodically to the Council.

14. VOTING IN COMMITTEES

14.1 Members of committees and sub-committees shall vote by show of hands, or, if at least two members so request, by signed ballot.

14.2 Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

15. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

15.1 A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

16. ACCOUNTS AND FINANCIAL STATEMENT

16.1 As laid down in the Financial Regulations or: -

16.1.1 Except as provided in item (16.1.2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.

16.1.2 Where it is necessary to make a payment before it has been authorised by the Council. Such payment shall be certified as to its correctness, and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Chairman or Vice-Chairman of the Council.

16.1.3 All payments ratified under item (16.1.2) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.

16.2 The RFO shall supply to each member at the next ordinary meeting, after the end of the Financial Year a statement of receipts and payments.

17. ESTIMATES

17.1 The Council shall approve written estimates for the coming financial year as directed in section 2 of the Financial Regulations.

17.2 Any committee desiring to incur expenditure shall, not later than 31st October give to the Clerk a written estimate of the expenditure recommended for the coming year.

18. INTERESTS

18.1 All councillors shall observe the code of conduct adopted by the Council.

18.2 Councillors may exercise the rights contained in standing order (see 6.4.3) only if members of the public are permitted to.

18.2.1 Make representations,

18.2.2 Answer questions

18.2.3 Give evidence relating to the business being transacted.

18.3 Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may.

18.3.1 Make representations

18.3.2 Answer questions and

18.3.3 Give evidence relating to the business being transacted but must, thereafter, leave The room or chamber.

19. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

19.1 Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph to every candidate.

19.2 A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial for submission to the Council with an application for appointment.

19.3 Standing Order No's 19.1 and 19.2 shall apply to tenders as if the person making the tender were a candidate for an appointment.

20. INSPECTION OF DOCUMENTS

20.1 A member may for any purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

20.2 All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

21. UNAUTHORISED ACTIVITIES

21.1 No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council.

21.2 Inspect any lands or premises which the Council has a right or duty to inspect; or

21.3 Unless authorised to do so by the Council or the relevant committee or sub-committee.

22. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

22.1 Meetings will be open to the public and press, but they may be temporarily excluded from the meeting if the business is regarded as confidential.

23. CONFIDENTIAL BUSINESS

23.1 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

23.2 Any member in breach of the provision of item (23.1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

24. EMERGENCY BUSINESS

24.1 Should it be appropriate to convene a special meeting, then any emergency business will be handled by the Clerk, in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council.

25. LIAISON WITH TRAFFORD BOROUGH COUNCILLORS

25.1 A notice of meeting shall be sent together with an invitation to attend to *Trafford Ward Councillors*.

26. PLANNING APPLICATIONS

26.1 The Clerk shall, as soon as it is received, enter a record for the purpose the following particulars

of every planning application notified to the Council.

26.1.1 The name of the applicant:

26.1.2 The place to which it relates:

26.1.3 A summary of the nature of the application

26.1.4 The date for responses.

26.1.5 The date of the next Planning Committee meeting.

26.2 The Clerk shall refer every planning application first to the Chairman of the Planning Committee.

27. STANDING ORDER ON CONTRACTS

27.1 An official order or letter will be issued for all work or service paid for by the Council. All Councillors and Officers are responsible for obtaining good value for money at all times. An Officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.

27.2 Orders for values £500 to £2000 require a minimum of two quotations: for values above £2000 three quotations where possible, (minimum two). Contracts exceeding £50000 require additional safeguards and will follow Proper Practice.

27.3 The Council will approve all estimates, while the Council is not obliged to accept the lowest quotation the reasons for accepting the quotations will be recorded.

28. CODE OF CONDUCT ON COMPLAINTS

28.1 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in accordance with the Council's Complaints Procedure.

28.2 The Council shall deal with any vexatious complaints following the Vexatious Complaints Policy.

29. STANDING ORDERS TO BE GIVEN TO MEMBERS

29.1 A copy of these Standing Orders shall be given to each member by the Clerk..

29.2 These and any other standing orders will be reviewed annually by the Clerk and the Chairman, and any amendments will be decided by the Council.

29.3 During the course of meetings of the Council, the Chairman's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Council will seek the advice of the *National Association of Local Councils*.

29.4 The Council may resolve to suspend a Standing Order, in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and will be time limited.

30. COUNCILLOR TRAINING

30.1 It is strongly recommended that for best practice ALL new Parish Councillors should attend relevant training courses provided by National Association of Local Councils, within the first year of Office.

This Standing Order was adopted by *Partington Parish Council* at a meeting of the Parish Council held on 6th May 2026 Agenda Item 6.

Partington Parish Council

**Code of Conduct
2026-27**

Member Code of Conduct 2025-2026

- 1 **PARTINGTON** Parish Council has adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the authority and its Members and co-opted Members (referred to collectively in this Code as “Members”).

- 2 The Code has been adopted under the Localism Act 2011 and is based on the following core principles of public life:
 - 2.1 Selflessness
 - 2.2 Integrity
 - 2.3 Objectivity
 - 2.4 Accountability
 - 2.5 Openness
 - 2.6 Honesty
 - 2.7 Leadership

- 3 The Code sets out general obligations about the standards of conduct expected of Members and co-opted Members of **PARTINGTON** Parish Council, together with provisions about registering and declaring interests.
 - 3.1 In the case where a Councillor has accepted the post, they must be aware that it comes with certain restrictions which is set out in context below.
 - (i) Remarks or comments made by their partners can have a reflection on them as a Councillor, the aforementioned needs to be discussed prior to any information being released into the public domain. If they feel they don't have the full understanding of their comments they must contact the Clerk for guidance.
 - (ii) Councillors that attend or be involved in any form of public meeting or social media groups need to be vigilant that they are (a) firstly attending as a Councillor above all other roles, this also applies to all staff employed by the Council.
 - (iii) Councillors must always promote the Council in a positive manner.
 - (iv) When a motion/decision has been passed during a Council meeting this decision will be final, any Councillor who therefore goes on to make an independent comment is in breach of the Code of Conduct.
 - (v) When Councillors contact each other or staff members they must “power read” their piece and check for tone and wording and think how it will be read/perceived from its recipients.

General obligations

- 4 Whenever you are acting as a Member or co-opted Member of this Parish/Town Council you must act in accordance with the following obligations:

Selflessness

- 4.1 You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, family, friends, or close associates.

Integrity

- 4.2 You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

Objectivity

- 4.3 When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- 4.4 You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the Clerk into consideration.
- 4.5 You should exercise independent judgement. Although you may take account of the views of others, you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

Accountability

- 4.6 You are accountable to the public for your decisions, and you must co-operate fully with whatever scrutiny is appropriate to your office, including appropriate scrutiny by local residents.

Openness

- 4.7 You must be open and transparent where possible about your decisions and actions and the decisions and actions of **PARTINGTON** Parish Council. You should be prepared to give reasons for those decisions and actions.

Honesty

- 4.8 You must declare any personal, pecuniary, and non-pecuniary interests that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Part 2 below.

- 4.9 You must only use or authorise the use of **PARTINGTON** Parish Councils' resources in accordance with the authority's requirements. You must, when using or authorising the use of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity in force from time to time.

Leadership

- 4.10 You must promote and support high standards of conduct when serving as a Member of **PARTINGTON** Parish Council, by leadership and example, championing the interests of the community.
- 4.11 You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

Respect for Others

- 4.12 You must treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy, essential to good local government.
- 4.13 You must not:
- (i) do anything which may cause **PARTINGTON** Parish Council to breach any equality laws.
 - (ii) compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, **PARTINGTON** Parish Council.
 - (iii) bully ⁽¹⁾ any person, including other Councillors, officers of **PARTINGTON** Parish Council or members of the public.
 - (iv) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of an investigation or proceedings in relation to an allegation that a Member (including yourself) has failed to comply with his or her local council code of conduct.

Information

- 4.14 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where: ⁽²⁾
- (v) you have the written consent of a person authorised to give it
 - (vi) you are required by law to do so
 - (vii) the disclosure is made to a professional third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person, or

- (viii) the disclosure is reasonable, in the public interest; and made in good faith and in compliance with the reasonable requirements of the Parish/Town Council.

4.15 You must not prevent another person from gaining access to information to which that person is entitled by law.

Gifts and Hospitality

4.16 You must within 28 days of receipt, notify the Clerk in writing of any gift, benefit, or hospitality with a value in excess of £100 which you have accepted as a Member from any person or body other than the Authority. The Clerk will place your notification on a public register of gifts and hospitality.

Registering and Declaring Interests

Registering and Declaring Interests – General Requirements

5 You must, within 28 days of:

5.1 the adoption of this Code

5.2 taking office as a Member

5.3 becoming aware of any new interest not already registered

5.4 becoming aware of any change to any interest already registered

notify the monitoring officer in writing of any disclosable pecuniary interest, or other type of interest as defined by this Code.

6 If you become aware of any such interest not already registered (or the subject of pending notification) during the course of any meeting of the authority at which you are in attendance then you must disclose the interest to meeting, take the action required by the Code depending on the nature of the interest and notify the monitoring officer of the interest in accordance with the provisions of this Code

Sensitive Interests

7 A ‘sensitive interest’ is described in the Localism Act 2011 as an interest the nature of which is such that the Member and the Trafford Borough monitoring officer consider that disclosure of the details of the interest could lead to the Member, or a person connected with the Member being subject to violence or intimidation.

8 Where you consider that you have a sensitive interest, and the monitoring officer agrees, that part of the register recording that interest will be will not be published or made available for public inspection. A declaration of interests must still be made at a meeting where relevant, but the sensitive information need not be disclosed.

Disclosable Pecuniary Interests

- 9 A disclosable pecuniary interest is defined by statute and is subject to change from time to time.
- 10 Unless dispensation has been granted, if you are present at any meeting of **PARTINGTON** Parish Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, you must leave the meeting while any discussion or voting on that matter takes place. You may not participate in any discussion of the matter at the meeting and you may not participate in any vote taken on the matter at the meeting.
- 11 You must not discharge or participate in the discharge of any function related to any matter in which you have a disclosable pecuniary interest.
- 12 Failure to comply with these requirements of the Code may amount to a criminal offence.

Other Interests – Personal Interests

- 13 In addition to disclosable pecuniary interests referred to above, you must also declare personal interests.
- 14 You have a personal interest in any business of the council where the business of the council relates to or is likely to affect any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by **PARTINGTON** Parish Council.
- 15 You will also have a personal interest in any business of **PARTINGTON** Parish Council where the business of **PARTINGTON** Parish Council relates to or is likely to affect any body exercising functions of a public nature, which is directed to charitable purposes or whose principle purposes include influencing public opinion or policy where you are a member of that body or in a position of general control or management.
- 16 The Audit and Governance Committee may, from time to time, prescribe certain bodies the membership of which amounts to a personal interest which parish councils may wish to have regard to.
- 17 You will also have a personal interest in any business of the **PARTINGTON** Parish Council where a decision in relation to that business might reasonably be regarded as affecting your wellbeing or financial position or the wellbeing or financial position of a relevant person to a greater extent than the majority of other Council taxpayers, ratepayers, or inhabitants of the electoral division or ward, as the case may be, affected by the decision.

- 18 For the purposes of this Code, a relevant person is:
- 18.1 a member of your family or any person with whom you have a close association, or
 - 18.2 any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors, or
 - 18.3 any person or body in whom such persons have a beneficial interest and a class of securities exceeding the nominal value of £25,000 or one hundredth of the total issued share capital of that body.
- 19 Unless your personal interest also amounts to a prejudicial interest, a disclosable pecuniary interest or pre-determination, you may remain in the meeting and take part in the debate and vote.

Other Interests – Prejudicial Interests

- 20 You will have a prejudicial interest if you have a personal interest in any business of the authority and where that personal interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business:
- 20.1 affects your financial position or the financial position of a relevant person or body described in paragraph 14 or 15 above, or
 - 20.2 relates to the determination of any approval, consent, licence, permission or registration in relation to you or any relevant person or body described in paragraph 14 or 15 above.
- 21 Where you have a prejudicial interest, you may not participate in any discussion of the matter at the meeting or in any vote taken on the matter at the meeting. You are also required to leave the room where the meeting is taking place during the discussion and vote. However, you may attend the meeting and make representations, answer questions, or give evidence provided that the public are also allowed to attend the meeting for the same purpose, and you leave the meeting immediately after having done so.

Pre-Determination and Bias

- 22 Separately from considerations as to personal, prejudicial or disclosable pecuniary interests, Members must be mindful of falling foul of the general obligations of this code by taking part in decisions where they are biased or have pre-determined the matter in question.
- 23 Simply put, a Member will be biased or will have pre-determined a matter if they have approached a matter with a closed mind. That is to say if they have made up their mind which way they will decide a matter before all of the relevant considerations are presented and debated in the appropriate decision-making forum.

- 24 Previous actions or statements of a Member will not be taken by themselves as proof of predetermination. A Member may be predisposed to a certain point of view, however notwithstanding any predisposition, Members need to be careful to ensure they approach and, insofar as is possible, are seen to approach decisions with an open mind.
- 25 Particular scenarios to be mindful of are where a Member, in some other role, is seen to be a promoter or advocate for a proposal which later comes before them for decision. A risk arises when there has been significant personal involvement in preparing or advocating the proposal such that a Member may become or may be perceived by the public as being no longer able to approach the decision with an open mind.
- 26 If you feel that you have pre-determined a matter you should say so. You should not speak or vote on the proposal. You may, however, make representations on the proposal if a member of the public also has the right to do so. You are not legally obliged to withdraw from the meeting for the remainder of the debate and vote but in most circumstances doing so will counter any suggestion that you influenced the remaining Members by your continued presence. If you do not withdraw, as a minimum you must withdraw to the public area of the meeting room for the whole of the consideration of the matter, whether or not you are also exercising your right to speak.
- 27 If in any doubt you should seek advice from the Monitoring Officer, Clerk or ChALC.

Further Information

- 28 The Monitoring Officer, in consultation with the Chairman of the Audit and Governance Committee, will publicise from time-to-time arrangements for dealing with complaints made against Members that their conduct has breached the requirements of this code.

Dispensations

- 29 The Council (or under delegated powers, the Clerk) may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a prejudicial or disclosable pecuniary interest.

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1. "Bullying" may be characterised as offensive, intimidating, malicious, insulting or humiliating behaviour and includes "cyber bullying". It may happen once or be part of a pattern of behaviour. It can be contrasted with the legitimate challenges a member may make in challenging policy or scrutinising performance. You may challenge others as to why they hold their views but must take care to raise issues in the appropriate forum and in an appropriate way. Ideas and policies may be robustly criticised, but individuals should not be subject to unreasonable or excessive personal attack.
 2. It is your responsibility to ensure that any judgement you make in relying on any exception will stand up to rigorous objective scrutiny. In the case of any doubt advice should be sought from the Monitoring Officer or an independent qualified legal advisor.

Extract from the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

- The following categories are Disclosable Pecuniary Interests
- “M” denotes the relevant Elected Member
- The regulations apply if the disclosable pecuniary interest is yours, your spouse’s or civil partner’s or is the pecuniary interest of somebody with whom you are living as a husband or wife or as if you were civil partners

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(1).</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>

Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

This Code of Conduct Policy was adopted by *Partington Parish Council* at a meeting of the Parish Council held on 6th May 2026 Agenda Item 6.

Partington Parish Council

Financial Regulations 2026-27



PARTINGTON PARISH COUNCIL

FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the Council.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 2.2 The Council shall review the budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.3 The annual budgets shall form the basis of financial control for the ensuing year.

3 BUDGETARY CONTROLS

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The RFO shall half yearly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.

- 4.6 The RFO shall plan for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO, and approved by the Council. They shall be reviewed annually for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting. The schedule must be approved and signed by the Chairman at each meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of Council.
- 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6 PAYMENTS OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified, and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods, or services to which the invoice relates shall have been received, carried out, examined, and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, or where Councillors are out of pocket, the Clerk/RFO can certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.5 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 or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.
- 6.6 If thought appropriate by the Council, payment for utility supplies (energy, telephone, and water) may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.7 Signatories for BAC's payments are to be two of four approved signatories. Currently the three signatories are *Councillors A Rudden, Cllr L Walker-Jones & the Clerk*.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance, and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices, and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOMES

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the RFO.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods, and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by endeavouring to obtaining two or more quotations for all contracts over £500 to £2000 or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage, and telephone services.
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants.
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council).
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- (d) Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
- (f) 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.
- (g) If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 61, 63 and 64.
- (i) When it is to enter into a contract less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000.
- (j) The Council shall not be obliged to accept the lowest or any tender, quote, or estimate.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the

Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 No property shall be sold, leased, or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCES

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 CHARITIES

- 16.1 Where the Council is sole trustee of a Charitable body, the 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 RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 REVISIONS OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall plan to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

