

Quotes for non-recording VAR device

For consideration at meeting of 15th June 2026

All costs exclude VAT.

Traffic Technology – SID Gen8 Lite device



Equivalent to existing SID Gen8 Smart VAR device but without the data recording option. Compatible with existing solar power panels.

Cost to supply = £2,013 + Shipping £85 = £2,098.

Copy of quotation attached.

(For comparison, the quoted cost for an additional SID Gen8 Smart was £2,395 + shipping)

MessageMaker – various designs,



SID
Speed Indicator Device



SLR
Speed Limit Reminder



SAM
Smiley Activated Message*

Cost to supply = £2,395 (battery power option) + £644 (optional solar power panel) + delivery – cost not specified.

Copy of brochure attached.

Roadside Technologies

Quotation requested but not yet received.

Receipts and Payments schedule - to meeting of 15th June 2026**Receipts**

Voucher	Date	Description	Supplier	Budget line	Reserve	Total
37	30/04/2026	Interest	NatWest	Bank interest	General	£ 11.64
46	29/05/2026	Interest	NatWest	Bank interest	General	£ 14.80

Payments for approval - All invoices have been examined, verified and certified by the Responsible Financial Officer

Voucher	Date	Description	Supplier	Budget line	Reserve	Net	VAT	Total	Power to spend
48	16/06/2026	Stationery (via clerk expenses)	Ryman	Office expenses	General	£ 5.90	£ 1.18	£ 7.08	LGA 1972 s111
49+50	16/06/2026	Staff costs - May	Clerk / HMRC	Staff costs	General		£ -		LGA 1972 s111/112
51-53	30/06/2026	Staff costs - June	Clerk / HMRC	Staff costs	General		£ -		LGA 1972 s111/112

TORMARTON PARISH COUNCIL

FINANCIAL REGULATIONS

Version	Date adopted	Minute ref.	Notes	Review due
2.0	For review 15/06/26	TBC	Based on NALC Model Financial Regulations 2025, adapted as appropriate for this council. Amendments to section 7 (electronic payments) to reflect limitations in current banking service.	May 2027

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	3
4. Budget and precept.....	5
5. Procurement.....	5
6. Banking and payments	7
7. Electronic payments.....	8
8. Cheque payments	9
9. Payment cards	9
10. Petty Cash	10
11. Payment of salaries and allowances	10
12. Loans and investments.....	10
13. Income.....	11
14. Payments under contracts for building or other construction works.....	11
15. Stores and equipment.....	11
16. Assets, properties and estates	12
17. Insurance	12
18. Charities	12
19. Suspension and revision of Financial Regulations.....	12
Appendix 1 - Tender process	14

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 £100

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.
- 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 requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually 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 Council. The RFO will inform the council of any salary implications before they consider their draft budgets.
- 4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments 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 unless by agreement by the council. 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 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 by the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of December 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 January** and retain a signed 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.

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 £10,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 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 £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk/RFO 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. 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 £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
 - in respect of grants, all sums will be agreed by the council and in accordance with any policy statement agreed by the council.
 - the council for all items over £2,000;
- 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 unless instructed to do so in advance by a resolution of the council 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 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 £2,000 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 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 £250 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 Clerk/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 NatWest. The arrangements shall be reviewed tri-annually 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 clerk/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the clerk/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 may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by three members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 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/RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk/RFO certifies 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.
 - iv. Fund transfers within the council's banking arrangements up to the sum of £5,000.
- 6.10. The Clerk/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. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify three 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 may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
Alternative suggested text to reflect current practice: .Where internet banking arrangements are made with any bank, the clerk/RFO shall be appointed as the Service Administrator. The Clerk will be an authorised signatory along with three councillors. The current banking arrangements do not allow for multiple authorisations of online payments. Authorisation of payments at a meeting as described in section 6.10 above shall also be the authorisation for the Clerk to make such payments via online banking, including any payments 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 Clerk/RFO as 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 to the council with the agenda.
- 7.5. In the prolonged absence of the Clerk/RFO, one of the named signatories shall set up any payments due before the return of the Clerk/RFO.
- 7.6. **DELETE:** Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. **DELETE:** 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.
- 7.9. With the approval of the council in each case, regular payments may be made by variable direct debit, provided that the instructions are ~~signed or approved online by two members~~ approved by resolution of the council, evidence of this is retained and any payments are reported to council

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

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO will also be restricted to a single transaction maximum value of £250 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/RFO 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/RFO (for example for postage or minor stationery items) shall be refunded on a monthly basis.

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.
- 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 council 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 clerk/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 clerk/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 clerk/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 clerk/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 clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the council, the clerk/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. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity at a council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the clerk/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. The clerk/RFO shall be responsible for the care and custody of stores and equipment.

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

16. Assets, properties and estates

- 16.1. The Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The Clerk/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 value is less than £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The clerk/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/RFO shall give prompt notification to the council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The clerk/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 in consultation with the Clerk.
- 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/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/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. The Clerk/RFO 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.

DRAFT

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 2026/27 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.

Tormarton Parish Council

Equality and Diversity Policy

Version	Date adopted	Minute ref.	Notes	Review due
1.1	For review 15/06/2026	TBC	Recommend: Add review period of four years	TBC: June 2030

Introduction

Tormarton Parish Council is committed to providing the highest quality of provision and service and recognises that the implementation of an effective Equality and Diversity Policy is an integral part of such an approach.

However, Tormarton is a relatively small Parish Council, which currently has only one employee. It is also indirectly responsible for the management of a small number of buildings and its services provision is limited. The scope of this policy is, therefore, designed to reflect this.

The Council, as a corporate body, has responsibilities as an employer, a service provider and a public authority, but both members and employees as individuals also have responsibilities as well as rights.

The Council will treat all its employees, partners and customers with dignity and respect, free from discrimination, victimisation and harassment.

Legal Position

Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

These are known as “protected characteristics” in section 4 of the 2010 Act. Section 149 of the 2010 Act imposes a duty on Parish Councils to take into account the need to:

- eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between those who share protected characteristics and those who do not.

Our Commitment

Tormarton Parish Council understands its obligations under the Equality Act 2010 and is fully committed to its duty, imposed by Section 149 of the 2010 Act.

Tormarton Parish Council is committed to the principle of equal opportunities and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination, on the grounds of the protected characteristics as specified in the Equality Act 2010.

The Council is an Equal Opportunities employer, provider of services and contractor. It is committed to the promotion, maintenance and protection of the rights of individuals. The Council is committed to making full use of the talents and resources of its employees.

Policy review

This policy will be reviewed at least once every four years.

The clerk is responsible for bringing forward the review should any change in legislation or best practice recommendations require such action.

Tormarton Parish Council

Safeguarding Children, Young People and Vulnerable Adults Policy

Version	Date adopted	Minute ref.	Notes	Review due
1.0	12/05/2025	12/05/2025 No. 12	Based on SGC model policy	May 2026
1.1	For review 15/06/2026	TBC	Minor reformatting to improve flow and clarity. Altered references to "volunteers and management committee members" to "councillors, staff and volunteers". Recommended: Add review period of four years.	TBC: June 2030

Scope

Tormarton Parish Council undertakes or provides the following activities:

- General day to day running of the council including council meetings
- Parish Meetings
- Occasional one-off events such as village parties to celebrate national events

Whilst these do not include direct services or support for children, young people and vulnerable adults, Tormarton Parish Council recognises that safeguarding those members of society is everyone's business and that all may become vulnerable at many stages in their lives.

Tormarton Parish Council is committed therefore to ensure that councillors, staff and volunteers have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.

Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring children are growing up circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances

(Working Together to Safeguard Children 2013)

A **vulnerable adult** is someone 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself or protect themselves from harm'

No Secrets: Department of Health, March 2000

This means that not all adults are vulnerable but some may be vulnerable at times and others will be vulnerable all the time.

Abuse can take various forms:

- Physical
- Emotional
- Neglect
- Sexual

“Abuse is a violation of an individual’s human and civil rights by any other person or persons”

No Secrets: Department of Health, March 2000

Abuse includes:

physical abuse, hitting, slapping, punching, burning, sexual abuse, rape, indecent assault, inappropriate touching, emotional abuse, belittling, name calling, financial or material abuse, stealing, selling assets, neglect and acts of omission, leaving in soiled clothes, failing to feed properly, discriminatory abuse (including racist, sexist, based on a person’s disability and other forms of harassment)

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People may make the choice to remain in abusive situations and if they have the mental capacity to make that decision that may be appropriate, however the decision about mental capacity is a complex one and it is important that the correct assessment of capacity is undertaken within the safeguarding process.

It is important to remember that abuse is defined by the impact on the individual not the intention of the abuser, in other words if someone does not have their needs cared for this can be just as damaging whether it is done deliberately or because a carer can no longer manage. Obviously the way of then supporting the situation would be likely to be different.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Actions to be taken by Tormarton Parish Council

Any Tormarton Parish Council activities with children are run with the parents or carers of the children present. Councillors, staff and volunteers are not permitted at any time to be alone with children.

Tormarton Parish Council will ensure that all councillors, staff and volunteers are inducted into this policy and procedure and have an understanding of what forms abuse can take and how to report any concerns.

Tormarton Parish Council will ensure all who are arranging events on their behalf are made aware of this policy.

Advice and information

South Gloucestershire Council’s Adult Care Team can be accessed for advice or information: contact 01454 868007 during working hours.

Reporting Concerns

If a crime may have been or is being committed contact the Police on 101 or 999.

Councillors, staff and volunteers should report any concern that they have about a child or vulnerable adult to Chair of the Council, unless the concern is about the Chair where it should be reported to the Vice Chair. The Chair / Vice Chair will contact the SGC Team as below.

Members of the public can report any concerns directly using the contact details below.

Children and Young people.

Contact South Gloucestershire Council's First Point Team on 01454 866000 (during working hours) or the Emergency Duty Team (out of hours and weekends) on 01454 615165.

Vulnerable Adults

Contact South Gloucestershire Council's Adult Care Team on 01454 868007 (during working hours) or the Emergency Duty Team (out of hours and weekends) on 01454 615165.

Where possible, agreement should be obtained from the adult before sharing personal information with third parties.

Record Keeping

If a concern is raised this should be documented and sent to the Chair of Tormarton Parish Council.

Managing allegations against councillors, staff or volunteers

Any allegation will be fully investigated and Tormarton Parish Council will support staff/volunteers during this process. It is important that allegations are thoroughly investigated through the Safeguarding process so that allegations can be either proved or disproved for the protection of the child(ren), vulnerable adult(s) and staff.

Any allegation related to staff and/or volunteers working with Children and Young People must be reported to the South Gloucestershire Local Authority Designated Officer (LADO) on 01454 868924.

Policy review

This policy will be reviewed at least once every four years.

The clerk is responsible for bringing forward the review should any change in legislation or best practice recommendations require such action.

Tormarton Parish Council

CODE OF CONDUCT

Version	Adopted Date	Key changes	Review due:
2.0	For review 15/06/2026	Complete revision. Based on SGC Code of Conduct dated May 2023	May 2030

Contents

Introduction	1
Definitions.....	1
Purpose of the Code of Conduct	1
General principles of councillor conduct	1
Application of the Code of Conduct	2
Standards of councillor conduct	2
General Conduct	2
Protecting your reputation and the reputation of the local authority.....	6
Appendices	8
Appendix A – The Seven Principles of Public Life.....	8
Appendix B - Registering interests	9
Non participation in case of disclosable pecuniary interest	9
Disclosure of Other Registerable Interests	9
Disclosure of Non-Registerable Interests	10
Table 1: Disclosable Pecuniary Interests.....	11
Table 2: Other Registrable Interests	12
Appendix C – the Committee on Standards in Public Life.....	13

Introduction

This Code is based on that adopted by South Glos. Council (SGC) in May 2023. It, in turn, is based on the model Code developed by the Local Government Association (LGA).

Amendments have been made where relevant, mainly to clarify responsibilities within a small parish council as opposed to the principal authority of SGC. The principles of conduct remain the same for parish councillors as for those who are members of a larger authority.

This document will be reviewed every four years, or more frequently if changes are made to the LGA model or SGC Code.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member of Tormarton Parish Council.

The “Monitoring Officer” is a named officer of SGC. At the time of writing of this document, the Monitoring Officer is John McCormack (john.mccormack@southglos.gov.uk) and the Deputy Monitoring Officer is Simon Banks (simon.banks@southglos.gov.uk/ 01454 863039).

Purpose of the Code of Conduct

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

General principles of councillor conduct

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

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

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

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

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and

- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

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

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

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

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

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

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

Councillors are encouraged to seek advice on matters related to this Code of Conduct from the Clerk, who may refer onwards to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken. Guidance is provided to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

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

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

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

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

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

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equalities and do not discriminate unlawfully against any person.

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

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

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

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

3. Impartiality of officers of the council

As a councillor:

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

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act

differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:
 - a. given to me in confidence by anyone
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - a. reasonable and in the public interest; and
 - b. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - c. I have consulted the Monitoring Officer prior to its release.
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- 4.3 I do not prevent anyone from getting information that they are entitled to by law.

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

5. Disrepute

As a councillor:

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

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

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

6. Use of position

As a councillor:

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

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

7. Use of local authority resources and facilities

As a councillor:

- 7.1 I do not misuse council resources.
- 7.2 I will, when using the resources of the local authority or authorising their use by others:
- a. act in accordance with the local authority's requirements; and
 - b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

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

7B – Consideration of Advice

As a councillor

- 7B.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Clerk/RFO in accordance with their legal responsibility.
- 7B.2 I will give reasons for departing from the advice of the Clerk/RFO.

It is extremely important for you as a councillor to have regard to advice from your Clerk/RFO where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training when provided.
- 8.2 I do not make trivial/malicious or tit for tat complaints against other councillors
- 8.3 I cooperate with any Code of Conduct investigation and/or determination.
- 8.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

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

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

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

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

The Clerk will supply template forms for completion. Completed registers of interest will be published on the SGC website and linked from the Tormarton PC web pages.

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

[Appendix B](#) sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Clerk or the Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 or totaling £100 over a year from a single source that I have been offered but have refused to accept within 28 days of the offer.

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

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in [Table 1 \(Disclosable Pecuniary Interests\)](#) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”.

You should also register details of your other personal interests which fall within the categories set out in [Table 2 \(Other Registerable Interests\)](#).

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

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

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

Non participation in case of disclosable pecuniary interest

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

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in [Table 2](#)), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on

the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

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

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

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

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

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

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

Table 1: Disclosable Pecuniary Interests

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

Subject	Description
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 council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</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.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</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 and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p>

	<p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
--	--

* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p>of which you are a member or in a position of general control or management</p>
--

Appendix C – the Committee on Standards in Public Life

The Local Government Association has developed the model Code of Conduct (on which this document is based) whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

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

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

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

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

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

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

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

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

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

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

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

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

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

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

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

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

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

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

TORMARTON PARISH COUNCIL

GRANT AWARDING POLICY

Version	Date adopted	Minute ref.	Notes	Review due
2.0	12/05/2025	12/05/2025 – No. 12		May 2026
2.1	For review 15/06/2026	TBC	Rewording and reformatting to improve clarity and flow. Removal of reference to s137 and associated legal restrictions (council has declared General Power of Competence.) Recommended: Add review period of two years.	TBC: June 2028

Introduction

~~Under section 137 of the Local Government Act 1972,~~ Tormarton Parish Council may offer grants that benefit the local community. All eligible groups and organisations can apply for a grant.

All grant funding will only be given to groups, organisations and projects which represent the residents of Tormarton and/or West Littleton, and which demonstrate a long-term benefit to the community.

Grant funding is only **available offered** to groups and organisations and ~~cannot~~ **will not normally** be paid to individuals or businesses.

Grant funding applications will be accepted between the 1st May and the 1st February in the following year. This is to ensure that grant applications are considered within the council's current financial year. The review of any grant applications received after 1st February will be deferred until the next financial year.

In an emergency, the council reserves the right to approve a grant **outside the above time period** if the following applies:

- A cut to service or provision in the area.
- Immediate running costs to ensure the provision is retained.
- An immediate impact the local community.

Scope

The policy applies to all grant funding awarded by the Parish Council.

Grants Available

Tormarton Parish Council is empowered to award grants to groups running projects in Tormarton or benefiting the residents of Tormarton parish area, for example: play schemes, environmental improvements, youth projects, elderly persons, groups, cultural activities, recreational activities, international links.

The Parish Council reserves the right to use discretion in the operation of this grants policy.

Priority will be given to groups which benefit the residents of the **parish** and which demonstrate a long-term benefit to the community.

Small grants—Up to the amount of **£100**

Medium grants—Up to the amount of **£250**

Large grants—Up to the amount of **£500**

Grant awards are typically for small sums of up to £500. The council may award higher value grants at their discretion.

~~For legal reasons under section 137 of the Local Government Act 1972~~ Applications **cannot** will not normally be considered from the following:

- Individuals
- Organisations which support or oppose any political party
- Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief, age or
- Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.

Application Process

A Grant Application Form (available from the Clerk or via the council's website) must be completed and returned by one of the following methods:

- By email to the clerk – clerk@tormarton-pc.gov.uk
- By post or by hand to Tormarton Parish Council c/o Tormarton Village Hall, Tormarton, Badminton GL9 1HU
- By hand to any of the parish council members.

~~A condition of receiving a grant from Tormarton Parish Council is the completion and return of this form and evidence of your organisation's present bank balance and your annual accounts, if applicable.~~

~~If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.~~

Applicants should also supply:

- evidence of your organisation's present bank balance
- latest annual accounts
- copy of your constitution or other governing document, if applicable
- copy of the organisation's Equal Opportunities Policy or equivalent, if applicable

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

If you need further clarification or further assistance in the completion of the application, then please contact the Parish Clerk.

The Council will consider grant applications at the next scheduled meeting, **providing the application is received at least a week before the meeting. Any later receipts will be postponed for consideration at the following meeting.**

The Council considers grants between 1st **May** and 1st February and does not normally consider grants submitted after the 1st February except in exceptional circumstances.

Grant applications are not normally considered in retrospect.

~~If an application is made for a specific item of equipment or services, copies of receipts are required for Council audit purposes and should be returned within 6 months.~~

Payment and follow-up

Following approval, grant funds will be paid by bank transfer to the nominated bank account.

Successful grant applicants must provide a formal receipt for the funds received. This can be in the form of a letter or email to the Parish Clerk.

The council reserves the right to request proof of the use of the grant for the purpose stated.

All opportunities should be taken to recognise assistance from Tormarton Parish Council. Any relevant printed material **or social media posts** should include a statement that the group or organisation has received financial assistance from Tormarton Parish Council.

Applicants may be approached by Tormarton Parish Council to **present to the Annual Parish Meeting about the funded project or to** contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.

Policy review

This policy will be reviewed at least once every two years.

The clerk is responsible for bringing forward the review should any change in legislation or best practice recommendations require such action.

TORMARTON PARISH COUNCIL - RISK REGISTER

For review 15 / 06 / 2026

Subject	Risk No.	Risks Identified	Probability	Impact	Total	Controls
Councillors	1	Unfilled vacancies	4	2	1	Encourage standing for election. Fill vacancies with co-option if required but promote standing for election as it is a criteria for general power of competence. Councillors to sign code of conduct upon appointment and to receive training. Published process for reporting and investigating alleged breaches of the code of conduct.
	2	Council being inquorate	3	2	2	
	3	Fewer than two thirds of councillor being elected	2	2	3	
	4	Breaches of councillor code of conduct	2	2	3	
Business Continuity	5	Council unable to continue its operation due to unexpected or tragic circumstances	2	2	2	Locum clerk to be sought. Business interruption insurance cover.
Precept	6	Non submission of Precept Form on time	1	1	1	Ensure Precept is set each January. Clerk to confirm submission and its safe receipt by SGC. Precept income shown in finance reports to council.
Financial Records	7	Inadequate records	3	2	1	Designated Responsible Financial Officer. Internal Control checks carried out during meetings. Internal Audit Reviews. Annual External Audit. Maintain and review Financial Regulations.
	8	Financial irregularities	2	2	1	
Bank and banking	9	Inadequate checks	3	3	1	Financial regulations cover banking, payments, cheques and reconciliations. Monthly payments and reconciliations reported to council. Confirm and appoint sufficient signatories/authorisers.
	10	Bank mistakes	1	2	2	
	11	Loss	2	2	2	
	12	Changes	2	2	2	
	13	Loss of signatories/authorisers	2	2	2	
Cash/Loss	14	Loss through theft or dishonesty	1	2	2	Financial regulations. Internal Controls and Audit. Insurance cover arranged.
Litigation	15	Potential risk of legal action being taken	1	2	2	Public and Employers Liability Insurance cover in place. Advice taken from insurers and insurance broker.
Reporting and Auditing	16	Inadequate reports	1	2	2	Scheduled financial reports from RFO. Engagement of professional accountant as required to support end of year accounts. Submission of records to auditors. Inspection of site. Notice given of public inspection period. Matters raised by auditor fully responded to. Internal auditor tests and reviews processes and makes reports to council with recommendations.
	17	Failure to carry out Internal and External Audits	1	1	1	
	18	Failure to meet timetable for publication and inspection	1	1	1	
	19	Objections to annual accounts	2	2	2	
Billing and Debts	20	Goods not supplied but billed	1	2	2	Checks made in accordance with Financial Regulations. Bills and invoices presented with cheques for signature or initialling of authorisation record if payment has been made electronically.
	21	Incorrect invoicing	1	2	2	
	22	Cheques payable incorrect	1	2	2	
	23	Loss of stock	1	2	2	
	24	Unpaid invoices	1	2	2	
Powers to spend	25	Lack of authority to incur expenditure	1	2	2	All expenditure must be in furtherance of a specified legal power to be recorded in council and committee minutes.
Grant Conditions	26	Adherence to grant terms and conditions	2	2	1	File to be held on grants. RFO to ensure grant conditions are adhered to. Monitoring reports supplied to funding bodies. Key implications drawn to attention of councillors.
Procurement	27	Work awarded incorrectly	1	2	2	Dependent on the value concerned Financial Regulations require specified numbers of quotation to be obtained or complete tendering to be used in accordance with procurement legislation
	28	Overspend	1	2	2	
Salaries	29	Salary paid incorrectly	1	1	1	Salary payments are calculated from contracted spinal column points, payment of expenses approved and supported by receipts Payments appear on the monthly payments list presented to council for approval. NI and Tax due calculated using HMRC Real Time Information system and shown in Annual Return. P60 and P11D forms issued to employees as applicable. Records subject to check by Internal Controller, Internal Audit and External Audit. Payments due made if monthly meetings do not take place in order to ensure contractual obligations are met.
	30	Wrong hours/rates paid	1	1	1	
	31	Payment of expenses	2	2	1	
	32	False employee	1	1	1	
	33	Wrong deduction of NI or Tax	1	2	2	
	34	Unpaid NI & Tax contributions to HMRC	1	1	1	
Employees	35	Loss of key personnel	2	2	2	Business Continuity Plan. Insurance cover regards to fraud. Clerk as the Proper Officer advises council, supported to be in membership of SLCC. Health and safety policy and working practices monitored. RFO ensures monthly payments and annual returns made to pension providers.
	36	Fraud by staff	2	2	2	
	37	Actions undertaken by staff	2	2	1	
	38	Health and safety breaches	1	2	2	
	39	LGPS cessation cost when last active members leaves	1	1	1	

TORMARTON PARISH COUNCIL - RISK REGISTER

For review 15 / 06 / 2026

Subject	Risk No.	Risks Identified	Probability	Impact	Total	Controls
	41	Excessive sickness or accident	1	1	1	
Election Costs	42	Costs of poll conducted for contested elections	1	1	1	Uncontested Elections.
VAT	43	Failure to reclaim VAT.	1	2	2	Financial Regulations to be adhered to. VAT paid to be recovered. Expenditure reports and accounts to show sending net of VAT. Records subject to inspection and audit.
Minutes, Agendas and Reports	44	Failure to produce and display agendas on time	1	2	2	Clerk acts as Proper Officer responsible to production of agendas and minutes which meet legal requirements and reflect best practice. Clerk supported to be in membership of SLCC. Minutes to be approved and signed at the following council and committee minutes. Notices placed on council noticeboards and website. Chairs and Vice Chairs trained and supported to conduct business as per Standing Orders.
	45	Minutes not approved and signed	1	1	1	
	46	Files not maintained	3	2	6	
	47	Business not conducted in accordance with Standing Orders	1	1	1	
Members Interests	48	Disclosable Member interests not recorded	1	1	1	Members register disclosable interest. Clerk publishes these and makes them open to inspection. Members sign a declaration of interests book at meetings where specific items relate to their interests. Members are encouraged to declare non-pecuniary interests which they may not be legally required to declare. Advice available from the Clerk, SGC Monitoring Officer and ALCA. Protocol followed that those
	49	Conflicts of interest occurring without disclosure	1	1	1	
	50	Potential for public concern at potential conflicts of interest	1	1	1	
Insurance	52	Inadequate insurance cover	1	2	2	Review of cover undertaken at the time of policy renewal and when any new area requiring cover is identified. Broker used to obtain specialist cover customised for local councils. Better value achieved through broker searching the market and using multi-year policies. Internal Controller checks and Internal Audit review of insurance processes.
	53	Claims disputed	1	1	1	
	54	Insurance premiums become excessive	1	1	1	
	55	Injury to volunteers resulting in claim	2	2	4	
Data Protection	56	Failure to register	1	1	1	No need to register as council are exempt. GDPR Policy to be agreed.
	57	Disclosure of sensitive personal data	2	2	4	
Freedom of Information and Transparency	58	Failure to meet requests made under Freedom of Information Act	2	2	4	Clerk ensures that information is published in accordance with the Transparency Code agreed by council. Clerk assesses work required to meet any FOI request and advises Chair of Council where the request would result in many hours of work and can legally refuse a request in defined circumstances, such as where information is exempt from disclosure being of a personal nature or commercially sensitive. Advice available for SGC Monitoring Officer, SLCC and ALCA.
	59	Failure to publish required information under the council's transparency code	1	2	2	
	60	FOI requests become unduly burdensome and costly to meet	2	2	4	
Assets	61	Loss or Damage	3	2	6	Asset Register updated annually and when new purchases or disposals occur. Insurance provision checked.
	62	Risk/damage to the property of third parties	2	2	4	
Maintenance	63	Poor condition of assets causing failures	3	2	6	Checks carried out and recorded at regular intervals.
	64	Assets not be maintained so they are not fit for purpose	3	2	6	
	65	Loss of income or availability	2	2	4	
	66	Risks to users of council facilities and third parties	2	2	4	
Play and Sports Areas	67	Risk/damage/injury to children	3	2	6	Locations inspected and insured. Specialist inspectors and contractors used as required. Log of maintenance issues is maintained. Facilities closed off if an immediate hazard occurs.
	68	Equipment failure and lack of availability	3	2	6	
	69	Damage/loss of use of pitch	2	2	4	
Street Furniture	70	Risk/damage/injury to third parties	2	2	4	Locations inspected and insured. Specialist contractors used as required. Log of maintenance issues is maintained. Facilities closed off if an immediate hazard occurs.
Meeting Location	71	Inadequate and inaccessible premises for council, committee and public meetings	2	2	4	Appropriate public venue used for meetings.
Council Paper Records	72	Loss through theft, fire or damage	2	2	4	Records including historic records, leases, contracts and staff records are secured in locked filing cabinet within locked Parish Hall.
Council Electronic Records	73	Loss through theft, fire or damage	2	2	4	Electronic records stored on council computer. Archive in Village Hall. Files held locally and in cloud storage (OneDrive) via MS365 subscription.
	74	Corruption of computer	2	2	4	

TORMARTON PARISH COUNCIL - RISK REGISTER

For review 15 / 06 / 2026

PROBABILITY	LIKELY	4	8	12	16
	OCCASIONAL	3	6	9	12
	SELDOM	2	4	6	8
	UNLIKELY	1	2	3	4
		MINOR	MODERATE	SUBSTANTIAL	MAJOR
	IMPACT				