

**FOVANT PARISH  
COUNCIL**

**STANDING ORDERS**

**AND**

**FINANCIAL  
REGULATIONS**

*These Orders and Regulations are based on the models produced by the National Association of Local Councils. Whilst some paragraphs meet statutory requirements others are based on the advice recommended to Parish Councils.*

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STANDING ORDERS AND FINANCIAL REGULATIONS**

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**PART 1: STANDING ORDERS**

1.1.0 MEETINGS

1.1.1 Meetings of the Council shall be held in the Fovant Village Hall at 7.30 p.m. unless the Council decides otherwise at a previous meeting. Smoking is not permitted at any meeting of the Council

1.1.2 The Statutory Annual Meeting shall be held

(a) in an election year in the week next following the fourth day after the Ordinary day of elections to the Council, and

(b) in the year which is not an election year, in the week following after the May Day Bank Holiday.

(c) the outgoing Chairman or Vice Chairman must preside. The first business of the meeting will be the election of the Chairman who must be a member of Council, together with the Vice Chairman and representatives to be elected at this meeting

1.1.3 The three other statutory meetings shall be held in the months of July, November and March.

1.1.4 Additional meetings shall be held such that normally there will be no more than eight weeks maximum between meetings (excluding Public and Bank holidays).

1.1.5 A meeting may also be called at any time by the Chairman or by any two Councillors, or by any six electors in the parish

1.1.6 A notice and agenda shall be placed on at least one village notice board, not less than three clear days before any meeting.

1.1.7 If the meeting is being called by members of the Council or by electors, they or the Clerk must sign the Notice.

1.1.8 A notice of a meeting and the agenda must be sent to all Councillors at least three clear days before a meeting

1.1.9 The Annual Parish Meeting (which is not a meeting of the Parish Council) shall be held annually between 1 March and 1 June (both

inclusive) and the Chairman of the Council shall preside. The notice of the meeting to be signed by the Chairman.

#### 1.2.0 PROPER OFFICER

1.2.1 The Clerk shall be the proper officer of the Council to act as follows:

- (a) to receive Declarations of Acceptance of Office
- (b) to receive and retain plans and documents
- (c) to sign Notices and other documents on behalf of the Council
- (d) to receive copies of byelaws made by the Unitary Council
- (e) to receive copies of byelaws made by the Council
- (f) to sign and issue Summons to attend meetings of the Council

1.2.2 In any other case the Proper Officer if not the Clerk shall be the person appointed by the Council.

#### 1.3.0 QUORUM

1.3.1 Three members of Council shall constitute a quorum

1.3.2 If a quorum is not present when the Council meets, or if during a meeting the number of Councillors present and not debarred by reason of a declared interest falls below the quorum, the business shall be suspended and shall be transacted at the next meeting or on such other day as the Chairman shall determine.

#### 1.4.0 VOTING

1.4.1 Members shall vote by a show of hands or if at least two members so request, by signed ballot.

1.4.2 If a member so requires, the Clerk shall record the number of members who voted on any question so as to show whether they voted for or against it. Such a request shall be made before moving on to the next item of business on the agenda.

1.4.3 Subject to Standing Orders 1.4.4 and 1.4.5 below, the Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes, may give a casting vote (even if he/she gave no original vote).

1.4.4. The Chairman holds office until his/her successor has been chosen. The outgoing Chairman presides for the new Chairman's election at the Annual Meeting (see Standing Order 1.1.2(c) He/she has a second vote if there is a tie in voting except as provided under Standing Order 1.4.5

1.4.5 If the person presiding at the Annual Meeting would have ceased to be a member of Council but for the statutory provisions which preserve the membership of the Chairman and Vice Chairman until the end of their term of office, he/she may not give an original vote in the election for Chairman.

1.4.6 The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

## 1.5.0 ORDER OF BUSINESS

1.5.1 In an election year the Councillors should execute Declarations of Acceptance of Office in the presence of the Proper Officer before the Annual Meeting commences. Declarations must be made in the presence of an Officer.

1.5.2 At each Annual Meeting the first business shall be:

- (a) to elect a Chairman of the Council
- (b) to receive the Chairman's declaration of acceptance of office, or if not then received, to decide when it will be received.
- (c) in the ordinary year of election of the Council to consider co-option of persons to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- (d) to decide when the Declarations of Acceptance of office which have not been received, as provided by law, shall be received.
- (e) to elect a Vice Chairman.
- (f) to appoint representatives to cover specific interests of the Council.

1.5.3 At every meeting after the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice Chairman are absent, and to receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or if not, then to decide when they shall be received.

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

1.5.5. In every year not later than the meeting at which estimates for next year are agreed the Council shall review the pay and conditions of service of the Clerk and any annual increase in the salary scale recommended by the National Association of Local Councils (NALC) will, subject to the agreement of the Council, be approved and backdated to the date recommended by NALC.

1.5.6 After the first business has been completed the order of business, unless the Council decides otherwise, shall be as follows:

- (a) Prior to the commencement of the meeting the Council shall receive Reports from Unitary Councillor and the Police and any Questions from Members of the Public.

When the meeting commences the order shall be;

- To receive reports from Parish Council representatives ,
- (b) to approve the Minutes as a correct record and each page to be signed by the presiding Chairman.
- (c) to deal with matters arising from such Minutes which are not scheduled to be covered by subsequent specific agenda item discussion.
- (d) to deal with business expressly required by statute law.

Thereafter in such order as shall have been considered desirable:

- (e) to receive such communications as the person presiding may wish to lay before the Council.

- (f) to receive and consider reports from representatives.
- (g) to authorise the signing of orders and invoices for payment.
- (h) to consider Resolutions or Recommendations which have been notified.
- (i) Any other business as specified in the Notice and Agenda.

1.5.7 A motion to vary the order of business on grounds of urgency:

- (a) may be proposed by the Chairman or by any member and if proposed by the Chairman may be put to the vote without being seconded.
- (b) shall be put to the vote without discussion

#### 1.6.0 RESOLUTIONS

1.6.1. Except as provided by these Standing Orders, no Resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk following receipt by the mover of notice in writing (including e mail) of its terms stating the subject matter and reason for request, at least five clear working days before the next meeting of Council.

1.6.2 The Clerk shall insert in the Notice and Agenda for every meeting, all notices of motion or recommendations properly given in the order in which they have been received, unless the member giving the notice of motion has stated in writing that he/she intends to move it at some later meeting or that he/she has withdrawn it.

1.6.3 If a resolution or recommendation specified in the Notice and Agenda is not moved either by the member who gave notice of it or by any other member, it shall unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

1.6.4 Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area of competence concerning the Parish.

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

- (a) to appoint a Chairman of a meeting
- (b) to correct the Minutes
- (c) to approve the Minutes
- (d) to alter the order of business
- (e) to proceed to the next business
- (f) to close or adjourn the debate
- (g) to appoint a committee or any members therefore
- (h) to adopt a report or recommendation
- (i) to authorise the sealing of documents
- (j) to amend a resolution or a motion
- (k) to give leave to withdraw a resolution or amendment
- (l) to exclude the public (see Standing Order 1.17.1)
- (m) to silence or eject from the meeting a member named for misconduct (see Standing Order 1.11.0)
- (n) to invite a member having an interest in the subject matter under debate to remain or speak (Standing Order 1.13.1)

- (o) to give consent to the Council where such consent is required by these Standing Orders
- (p) to suspend any Standing Order (see Standing Order 1.22.1)
- (q) to adjourn the meeting

#### 1.7.0 QUESTIONS

1.7.1 No questions unconnected with business under discussion shall be taken except during such part of the meeting as may be set aside for public question time. (see Standing Order 1.5.6).

#### 1.8.0 RULES OF DEBATE

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

1.8.2 A resolution or amendment shall not be discussed unless it has been proposed and, unless proper notice has already been given, it shall if required by the Chairman be reduced to writing and handed to him/her before it is further discussed or put to the meeting

1.8.3 A member when seconding a resolution or amendment may if he/she then declare his/her intention to do so, reserve his/her speech until a later period of debate.

1.8.4 A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order

1.8.5 An amendment shall be either:

- (a) to leave out words
- (b) to leave out words and insert or add others
- (c) to insert or add words

1.8.6 An amendment shall not negate the resolution before the Council

1.8.7 If an amendment be carried, the resolution as amended shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

1.8.8 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

1.8.9 The ruling of the Chairman on a point of order, or on the admissibility of a personal explanation shall not be discussed

1.8.10 Members shall address the Chairman.

1.8.11 The mover of a resolution shall have the right of reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to a reply before the amendment is put to the vote. A member exercising a right of reply shall not introduce any new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

- 1.8.12 A member may with the consent of his/her seconder, move amendments to his/her own resolution.
- 1.8.13 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least two members of the Council or be a resolution moved in the pursuance of the report or recommendation of a committee.
- 1.8.14 When a special resolution or any other resolution moved under the provision of Standing Order 1.8.11 has been disposed of, no similar resolution may be moved within a further six months.
- 1.9.0 VOTING ON APPOINTMENTS
- 1.9.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolutely majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This procedure shall be repeated until the majority of votes is given in favour of one person.
- 1.10.0 DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL
- 1.10.1 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council has decided whether or not the public shall be excluded (see Standing Order 1.17.1)
- 1.11.0 DISORDERLY CONDUCT
- 1.11.1 No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business or behave irregularly, offensively, improperly or show disrespect to any other member as to bring the Council into contempt or ridicule.
- 1.11.2 If in the opinion of the Chairman, a member has broken the provisions of Standing Order 1.11.1 the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard, or that the member named leaves the meeting, and the motion, if seconded shall be put forthwith and without discussion.
- 1.12.0 COMMITTEES AND SUB COMMITTEES
- 1.12.1 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting

- (b) may appoint persons other than members of the Council to any committee, and,
  - (c) may, subject to the provisions of Standing Order 1.8.13 above at any time dissolve or alter the membership of a committee.
- 1.12.2 The Chairman and Vice Chairman ex officio shall be members of every committee
- 1.12.3 Every committee shall at its first meeting before proceeding to any other business elect a Chairman and may elect a Vice Chairman who shall hold office until the next Annual Meeting of the Council and shall settle its programme of meetings for the year
- 1.12.4 The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- 1.12.5 Except where ordered by the Council the quorum of a committee shall be one half of its members.
- 1.13.0 See separate Code of Conduct for Fovant Parish Council.
- 1.14.0 FREEDOM OF INFORMATION ACT
- 1.14.1 The Model Scheme for Local Councils with the exclusion of Core Classes 2 (Register of Members' Interests) and 3 (Periodic Electoral Review) both of which are held by the Local Unitary Council, shall be open for inspection by any member of the public or the Council at an agreed charge on prior application/appointment with the Clerk.
- 1.15.0 CODE OF PRACTICE FOR USE OF E MAIL IN COUNCIL
- 1.15.1 Council adopted a Code of Practice for the use of e mail correspondence in Council business in September 2008. This is to be followed by all Councillors.
- 1.16.0 UNAUTHORISED ACTIVITIES
- 1.16.1 No member of the Council or any other committee or sub-committee shall in the name of or on behalf of the Council:
  - (a) inspect any lands or premises which the Council has a right or duty to inspect, or
  - (b) issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub committee.
- 1.17.0 ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS
- 1.17.1 The public shall be admitted to all meetings of the Council and its committees and sub committees which may however temporarily exclude the public by means of the following resolution:



“That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”

1.17.2 The Clerk shall afford to the Press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

1.17.3 If a member of the public interrupts the proceedings at any meeting, the Chairman may after warning, order he/she be removed from the Council Chamber.

1.17.4 Each Council meeting shall be adjourned for a period which members of the public may comment and raise questions. (see Standing Order 1.5.6)

#### 1.18.0 CONFIDENTIAL BUSINESS

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

1.18.2 Any member in breach of the provisions of Standing Order 1.17.1 shall be removed from the committee or sub-committee of the Council by the Council.

#### 1.19.0 LIAISON WITH UNITARY AUTHORITY COUNCILLORS

1.19.1 A notice of meeting shall be sent together with an invitation to attend to the Unitary Councillor for the Wiltshire Council responsible for Fovant Ward. The Unitary Councillor/s shall be invited to partake in Council meeting discussions but they cannot vote. In addition the Unitary Representative/s shall receive a copy of the Council Minutes.

1.19.2 Unless the Council otherwise directs, the Clerk will ensure that the Unitary Councillor/s for Fovant receive a copy of any letter sent by the Council to the Wiltshire Council.

#### 1.20.0 PLANNING APPLICATIONS

1.20.1 The Clerk shall refer the weekly planning application list to the Parish Council within 48 hours of receiving it.

1.20.2 The applicant shall be informed of the date of the site visit if access to the property is required. The date of the public meeting at which the planning application shall be discussed shall be promulgated on the Village Hall Notice Board with the required 3 clear days notice.

1.20.3 Following the meeting, the response of the Council shall be notified in the prescribed format to the Planning Authority within the given time.

1.20.4 A copy of the relevant response shall be passed to the Clerk for the record and a copy to the Unitary Councillor responsible for Fovant Division for action or retention as necessary.

- 1.20.5 The terms of the response shall be reported to the Parish Council at its next meeting and be minuted.
- 1.20.6 All planning applications and related documents with the eventual Planning Authority decision are held on the Local Planning Authority web-site for public viewing. If considered necessary a copy may be retained by the Clerk for reasons as below:
- (a) where planning permission is granted for a significant development, the planning application, any plans and the decision letter may be retained until the development has been completed so that if required, the Council can check that the development proceeds in accordance with the terms and conditions of the permission.
  - (b) where planning permission is granted on appeal, It may sometimes be sensible to retain an appeal decision indefinitely because of wider implications (eg the decision may set a precedent for other development in the locality).
  - (c) where planning permission is refused, the papers may be retained until the period within which an appeal can be made, has expired. If an appeal is made and dismissed, the decision letter may, as in (b) above be worth retaining against further applications relating to the same site.
- 1.20.7 When a Planning Application is called in to be discussed at the Southern Planning Committee, a Fovant Parish Councillor is authorised to attend and speak on behalf of Fovant Parish Council in accordance with the response made.

1.21.0 CODE OF CONDUCT ON COMPLAINTS  
Please see separate Policy on Complaints.

1.22.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 1.22.1 Any or every part of these Standing Orders except those which are statutory requirements as advised by the National Association of Local Councils may be suspended by resolution in relation to any specific item of business
- 1.22.2 A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council

## **PART 2: FINANCIAL REGULATIONS**

2.1.0 FINANCIAL ADMINISTRATION

- 2.1.1 These Financial Regulations are intended to be the Council's working arrangements whereby all financial transactions are regulated
- 2.1.2 The Clerk to the Parish Council is the Responsible Finance Officer responsible for the accountability and the security, custody and control

of all resources including assets, materials, cash and reserve belonging to the Council.

#### 2.2.0 ACCOUNTS

2.2.1 The Council shall determine all accounting procedures and records of the Council and its Clerk

2.2.2 The Clerk shall compile all accounts and accounting records

2.2.3 The Clerk shall be responsible for preparing for approval by the Council all timetables and requirements in preparation for the annual audit of the Council's accounts.

#### 2.3.0 AUDIT AND IRREGULARITIES

2.3.1 Any Parish Councillor shall have authority to

(a) have access to any of the Council's records and correspondence which he/she considers relevant to the financial activities of the Council.

(b) request and receive such explanations as are necessary concerning any matter under examination.

2.3.2 An interim Statement of account shall be presented to the Council by the Clerk at approximately three monthly intervals

2.3.3 The Chairman or Vice-Chairman shall check the records of income and expenditure of accounts as prepared by the Clerk at intervals of approximately six months and provided he/she is satisfied shall sign the reconciliation together with the Clerk.

2.3.4 The Parish Council shall appoint an Internal Auditor to appraise the systems of internal audit control, to comment on the efficiency, effectiveness and correctness of the Council's books of accounts to ensure compliance with the Council's Accounts and Audit responsibilities.

2.3.5 The Clerk shall prepare a Statement of Assurance and Annual Return for submission to the Council's appointed Internal Auditor together with the Books of account, including Audited Accounts for the previous year, Summary Receipts and Payments, Precept Budget, Statement of accounts (current year), Assets Register, Insurance Schedule, Risk Management Plan, and Standing Orders (as may be available). The Internal Auditor shall complete and sign Section 4 of the Annual Return and return it to the Council.

2.3.6 After receipt of Section 4 of the Annual Return signed by the Internal Auditor, the Clerk shall present the Annual Return with supporting documents to the next full Council meeting for approval. Subsequently the Annual Return duly completed with the necessary supporting documents shall be presented to the External Auditor. Upon receipt of the External Auditor's report the Clerk shall promulgate the relevant Public Notice for the Statutory period.

2.3.7 Where any Councillor or the Clerk has cause to suspect irregularity he/she shall immediately inform the Chairman. If it is established that irregularity has occurred or is occurring, the Chairman shall immediately notify the Council.

#### 2.4.0 ANNUAL BUDGET

##### 2.4.1 Revenue Estimates

- (a) The Council, at a meeting in November of each year shall consider draft estimates of its planned expenditure and income for the next financial year. Estimates of expenditure and income within particular activity areas shall be prepared by the Clerk and the Chairman or Vice-Chairman and submitted for consideration by the Council.
- (b) The Council shall examine the draft estimates and may call for additional information, reports, statements or working papers as it may require in order to agree the budget and the setting of the Precept. After approval by the Council, the required Precept for the forthcoming year shall be notified to the Unitary Council by the Clerk within the required time.
- (c) A summary of the agreed budget for the forthcoming Financial Year shall be made available at the Annual Parish Meeting (see Standing Order 1.1.9 and 2.4.1 below).
- (d) If during the course of the year it appears likely that any expenditure estimate will be substantially exceeded or income estimates not be realised the Clerk shall report the matter to the Council.
- (e) The Clerk shall be responsible for keeping strict supervision of the Council's income and expenditure.
- (f) The Clerk shall ensure that adequate financial reporting systems are in place to enable budgets to be controlled within the limits of the Council's estimates and resources.

##### 2.4.2 Capital Estimates

The Council shall annually receive and consider estimates of major (capital) expenditure proposed for the budget year, distinguished between projects to which the Council is already committed and budgeted for, and those not funded but which may be desirable in future years.

#### 2.5.0 BANKING

2.5.1 The Clerk shall be authorised to operate, with a bank approved by Council, such accounts as the Council considers necessary for the Council's financial administration.

2.5.2 All accounts shall be clearly identified with Fovant Parish Council as part of the title.

- 2.5.3 No account may be opened or closed without the prior approval of Council.
- 2.5.4 No cheques or monies shall be paid out or transferred to or from any account without the authority of the Clerk or in his/her absence the Chairman or Vice-Chairman as authorised by the Council.
- 2.5.5 All payments must be tabled for authorisation by the Council and this must be formally minuted.
- 2.5.6 When a payment has to be made in advance of a Council meeting it must be authorised by the Chairman (or Vice-Chairman) and at least one other Councillor and be subsequently reported to the Council and minuted.
- 2.5.7 Cheques drawn on the Council's bank accounts shall bear the signature of at least two (2) Councillors. Ideally, at least four (4) Councillors shall be authorised signatories. On signing cheques, the two signing Councillors shall also initial the cheque counterfoil and the invoice.
- 2.5.8 No cheque shall be signed or initialled by the Clerk.
- 2.5.9 The Clerk shall be responsible for the preparation and despatch of cheques to creditors and for the proper arrangements for the safe custody of signed cheques.
- 2.5.10 No Councillor shall sign a cheque in respect of his/her own expenses.
- 2.5.11 All cheques shall be issued in sequential order and not more than one book of cheques per account shall be in use at one time.

## 2.6.0 PAYMENT OF ACCOUNTS

- 2.6.1 Before presenting a payment to the Council for approval the Clerk shall have satisfied him/herself that:
  - (a) The work, goods or services to which the account relates have been received, carried out, examined and approved
  - (b) The prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct
  - (c) The relevant expenditure has been properly incurred and is within the relevant estimates provisions
  - (d) Appropriate entries have been made in inventories, stores records or books of account as required
  - (e) The invoiced amount has not been previously passed for payment and is a proper liability of the Council
- 2.6.2 All cheque payments shall be assigned a payment voucher (pv) number which shall be allocated in sequential order during the

financial year and be recorded in the Minutes under its p.v. or cheque reference number and an appropriate entry be made in the books of account as evidence of the payment.

#### 2.7.0 ALLOWANCES AND EXPENSES

- 2.7.1 All records relating to the payment of the Clerk's salary and allowances and reimbursements of expenses to the Clerk and Councillors shall be kept by the Clerk in a manner approved by Council.
- 2.7.2 The Council shall not operate Petty Cash.
- 2.7.3 All claims for payment of car allowances, travelling and other expenses whether by Clerk or Councillors shall be submitted for authorisation by the Council.
- 2.7.4 Authorisation by the Council for paragraph 2.7.3 payments shall confirm for the record that the Council is satisfied that the attendances and/or journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.
- 2.7.5 The rates payable for travelling and subsistence allowances shall be those currently approved and published by the National Association of Local Councils (NALC).

#### 2.8.0 INSURANCE

- 2.8.1 The Clerk shall effect all insurance cover in consultation with the Council.
- 2.8.2 The Clerk shall negotiate all insurance claims on the direction of the Council.
- 2.8.3 All Councillors shall notify the Clerk in writing of any loss, liability or damage or any event likely to lead to a claim and inform the Police where appropriate.
- 2.8.4 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance.
- 2.8.5 The Clerk shall annually, or at such other period as he/she may consider necessary, review all insurances and where appropriate make recommendations to the Council in respect of changes required to the type or level of cover.
- 2.8.6 The Clerk shall consult with the Chairman and Vice-Chairman regarding the terms of any indemnity which the council is requested to give.

#### 2.9.0 SECURITY

- 2.9.1 The Clerk is responsible for maintaining proper security at all times for all documents, papers, buildings, stocks, stores, furniture, equipment, cash, etc., under his/her control
- 2.9.2 The Clerk is also responsible for maintaining the privacy and security of all data held on his/her personal computer(s) and the necessary back up records.

ANNEX – Code of Conduct for Fovant Parish Council