Dartmoor Forest Parish Council

Financial Regulations

DARTMOOR FOREST PARISH COUNCIL FINANCIAL REGULATIONS

Contents

General

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.

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.

Wilful breach of these regulations by an employee may result in disciplinary proceedings.

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.

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.

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**

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;

Risk management and internal control

The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

The Clerk 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.

When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

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.**

At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory 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.

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.

Accounts and audit

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

The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably 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;**

The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

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.

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.

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.

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.

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

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.

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.

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.

The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

Budget and precept

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.

Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October 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.

No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

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.

The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

Having considered the proposed budget forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

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.

The RFO shall **issue the precept to the billing authority no later than the end of January** and supply each member with a copy of the agreed annual budget.

The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

Procurement

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.

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.

Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

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.

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:

For contracts estimated to exceed £10,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

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.

For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

For smaller purchases, the clerk shall seek to achieve value for money.

Contracts must not be split to avoid compliance with these rules.

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.

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.

The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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 £1,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £1,000 excluding VAT
- the council for all items over £1,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

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.

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.

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 £1,000 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.

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.

An official order or letter shall be issued for all work, goods and services above £500 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.

Any ordering system can be misused and access to them shall be controlled by the RFO.

Banking and payments

The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust. The arrangements shall be reviewed annually for security and efficiency.

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.

All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

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.

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.

The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. payments of up to £1,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

ii. 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 and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council .

iii. Fund transfers within the councils banking arrangements up to the sum of £1,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. 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.

Electronic payments

Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify four 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.

All authorised signatories shall have access to view the council's bank accounts online.

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.

The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

Evidence shall be retained showing which members approved the payment online

A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

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.

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, 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.

Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. 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.

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.

Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

Cheque payments

Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

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.

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.

Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

Payment cards

Any Debit Card issued for use will be specifically restricted to the and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

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.

Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

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.

Petty Cash

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

Payment of salaries and allowances

As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

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.

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.

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.

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.

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.

Before employing interim staff, the council must consider a full business case.

Loans and investments

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.

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.

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.

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

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

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.

Income

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

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

Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

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.

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

Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £1000 and at least annually at the end of the financial year.

Payments under contracts for building or other construction works

Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

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.

Stores and equipment

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.

Assets, properties and estates

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

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

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.

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).

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

Insurance

The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

The Clerk 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.

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

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.

Suspension and revision of Financial Regulations

The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

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.

The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18d 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.

DARTMOOR FOREST PARISH COUNCIL

Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Dartmoor Forest Parish Council, Coombe Farm, Lake, Dartmoor Forest, Okehampton, EX20 4HQ, or email to clerk@dartmoorforestparishcouncil.gov.uk

Name of organisation	
Applicant's contact details	
Position within organisation	
Telephone	
Email	
Is your organisation a registered charity?	
If yes, charity number	
Project for which grant is required?	
Total Cost of project	
Have any funds been requested from other sources?	
Amount requested. Was that application successful?	
Amount of grant requested from Dartmoor Forest Parish Council	
When are the funds required?	
Details of the bank account to receive the grant funds	Account name: Sort Code: Account Number:

Dartmoor Forest Parish Council Grant Scheme

Dartmoor Forest Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Dartmoor Forest and its residents.

This document outlines Dartmoor Forest Parish Council's guidelines for grant making. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support.

We will ensure that our grant making activity is fair and transparent, and supports strategic priorities identified in our Neighbourhood and Parish plans, and issues facing Dartmoor Forest.

General information for applicants

It is Dartmoor Forest Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations.

Who is eligible to apply?

The following organisations may apply to Dartmoor Forest Parish Council:

- A Dartmoor Forest based charity
- An organisation serving the needs of the residents of Dartmoor Forest
- A Dartmoor Forest based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Dartmoor Forest

Who and what is not eligible to apply?

We will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by "for – profit" commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Dartmoor Forest Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda

What can be funded?

The project should be something that makes the local community a better place to the social, environmental and /or economic profile of Dartmoor Forest. Priority will be given to those applications which add value over applications for running costs.

Projects demonstrating a proportion of self-funding will be favourably considered.

Level of funding

This process is intended to support organisations in small projects, typically below £100. There is no lower limit. A request for £20 will be given as detailed consideration as one for £100.

The following are unlikely to be considered a grant priority

- Projects where there is a large shortfall in the funding needed required to complete the project or
- Projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

Conditions of grant

- Dartmoor Forest Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.
- Financial support can only be used for the purpose for which the grant is given.
- Grants must not be distributed to any other organisation.
- Proof of appropriate spend shall be provided to Dartmoor Forest Parish Council if requested.
- Should a project be cancelled for example, or the funds, or part of, not be required, then any surplus grant funds must be returned
- Unless part of the objective of the event was specifically to raise funds for a community project, should an overall "profit" result from an event, the original grant money is to be returned
- Recipients of Grants will be asked to attend the Annual Parish Meeting and provide feedback.

Applications should be submitted in writing (letter, email) using the grant application form to:

The Clerk Dartmoor Forest Parish Council

The application should detail:

- The organisation requesting support
- The amount requested, along with details of any funding sourced elsewhere and when the money is required
- The project for which the money is sought, including any relevant areas which might support your application under the decision-making criteria listed below

Decisions will be based on the following criteria

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Effectiveness

Timescale

Applications will be reviewed at the next meeting of the Parish Council and the applicant advised of the decision as soon as possible after the meeting.

Health & Safety Policy

Dartmoor Forest Parish Council is committed to ensuring that Health and Safety is a priority in everything we do.

Paramount importance is the safety of our resident, visitor (general public) and also contractors working on our behalf.

In promoting good Health and Safety we will ensure that we take the necessary safety precautions when organising events, completing community tasks, or arranging for contract work to be completed.

Risk assessments will be prepared in line with the requirements of the Council's Insurance Policy. Risk assessments and safety guidelines for events organised by The Parish Council shall be posted on the Parish Council Website prior to the event taking place. The Parish Council will ensure that any contractor working on or behalf of the Parish Council will have supplied the necessary HSE information and assessments before being allowed to perform any given task. The level of detail required for each contract will be proportionate to the risks and the size of the task being undertaken.

The Council shall ensure that where contractors or sub-contractors are engaged by the Parish Council, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the *Health & Safety at Work Act 1974.*

As a minimum each and every contract will require the completion of a risk assessment agreed between the Parish Council and the contractor before the commencement of the contract. The Council shall ensure that those not in employment of the Council, including the general public are not exposed to risks to their safety or health when on Council premises or at events organised by or on the behalf of the Parish Council.

Contractors should themselves:

• Work within Health and Safety and environmental laws.

• Wear necessary PPE required for the task.

• Have necessary training, knowledge and competence to perform the task.

• Ensure they maintain suitable risk controls to protect members of our community and the public at large, during the contract works.

• Retain the necessary insurances for the tasks being performed.

ico. Information Commissioner's Office

Dartmoor Forest Parish Council

Freedom of Information Publication Scheme

The model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests.

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Dartmoor Forest Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do. (Organisational information, structures, locations and contacts)	**Hard Copy and or website**	

Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard copy and website	5p per sheet/free
Postal address Email address Contact details for Parish Clerk and Council members. Where possible, provide named contacts including contact phone numbers and email addresses	Hard copy Hard copy and website Hard copy and website	5p per sheet/free
Location of main Council office and accessibility details	n/a	
Staffing structure	Hard copy	5p per sheet
Class 2 – What we spend and how we spend it. (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(Hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form.	Hard copy and website	5p per sheet/free
Finalised budget	Hard copy and website	5p per sheet/free

Precept	Hard copy and website	5p per sheet/free
Borrowing Approval letter	n/a	
All items of expenditure above £100	Hard copy and website	5p per sheet/free
Financial Standing Orders and Regulations	Hard copy and website	Hard copy and website
Grants given and received	Hard copy and website	Hard copy and website
List of current contracts awarded and value of contract.	Hard copy	5p per sheet
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(Hard copy or website)	
Annual governance statement in format included in the Annual Return form.	Hard copy and website	5p per sheet/free
Parish Plan	n/a	
Annual Report to Parish or Community Meeting	Hard copy and website	5p per sheet/free
Quality status	n/a	
Local charters drawn up in accordance with DLUHC's guidelines.	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy	5p per sheet

Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy and website	5p per sheet/free
Agendas of meetings (as above)	Hard copy and website	5p per sheet/free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure.	Hard copy and website	5p per sheet/free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and website	5p per sheet/free
Responses to consultation papers	Hard copy	5p per sheet
Responses to planning applications	Hard copy	5p per sheet
Byelaws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy or website)	
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Hard copy & website Hard Copy & website Hard Copy & website	5p per sheet/free 5p per sheet 5p per sheet/free

	Hard Copy & website Hard Copy	5p per sheet/free 5p per sheet
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Hard Copy & website Hard Copy & website Hard Copy & website Hard Copy & website Hard Copy & website	5p per sheet 5p per sheet/free 5p per sheet/free 5p per sheet/free 5p per sheet/free 5p per sheet/free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	n/a	
Class 6 – Lists and Registers Currently maintained lists and registers only.	(Hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	5p per sheet
Assets register, including details of public land and building assets	Hard copy and website	5p per sheet/free

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Hard copy and website	5p per sheet/free
Register of members' interests	Hard copy and website	5p per sheet/free
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(Hard copy or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	Hard copy and website	5p per sheet/free
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard copy	5p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy and website	5p per sheet/free
Bus shelters	Hard copy and website	5p per sheet/free
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which we are entitled to recover a fee and details of those fees (e.g., burial fees)	Hard copy and website	5p per sheet
Additional Information Information not itemised in the lists above	Hard copy	5p per sheet
Contact Details: Mrs Abi Horn, Parish Clerk, Coombe Farm, Lake, Dartmoor Forest, Okehampton, Devon, EX20 4HQ clerk@dartmoorforestparishcouncil.gov.uk		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2^{nd} class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred

Dartmoor Forest Parish Council Training and Development Policy

TRAINING AND DEVELOPMENT POLICY

1 Introduction

1.1 This document forms the Council's Training and Development Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- The minimum recommended training requirements for employees and councillors
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

1.2 The objectives of this strategy are to:

- Encourage Councillors and staff to undertake appropriate training
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

- **Commitment to Training**
    - Dartmoor Forest Parish Council is committed to the ongoing training and development of all Councillors and employee(s) to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as:

"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."

- Dartmoor Forest Parish Council recognises that its most important resource is its Councillors and employees and is committed to encouraging both Councillors and employees to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects employees to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies. In order to ensure CPD, the clerk is encouraged to attend relevant training courses as and when these arise, the cost of which will be met by the council. Such training courses will usually be run by DALC and take place locally.

2.5 Providing training yields a number of benefits:

- Improves the quality of the services and facilities that Dartmoor Forest Parish Council provides;
- Enables the organisation to achieve its corporate aims and objectives;
- Improves the skill base of the employee(s), producing confident, highly qualified staff working as part of an effective and efficient team; and
- Demonstrates that the employee(s) are valued.
- Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.7 The process of development is as follows:

1. Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.

2. Planning and organising training to meet those specific needs.
3. Designing and delivering the training.
4. Evaluating the effectiveness of training.

3. The identification of Training Needs

3.1 Employees will be asked to identify their development needs during meetings with Councillors on the Staffing Committee and at the annual appraisal. Councillors training needs will be identified upon election and during their term of office, as detailed in 3.2

Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services / delivery of new services

4. Minimum training requirements:

4.1 Employees (the Clerk)

<u>On appointment</u>

Training needs will be discussed with the recruitment panel. If the Clerk is new to the job of clerk, they should attend the DALC course for new clerks within six months of appointment. The cost of this will be met by the Council.

<u>During employment</u>

Consideration will be given to the Clerk undertaking the “Introduction to Local Council Administration Course” offered by SLCC. This is a web-based training course the cost of which will be met by the council.

Upon a request from the Clerk, consideration will be given to the Clerk undertaking the “Certificate in Local Council Administration” (CiLCA) as offered by SLCC. This is the professional qualification for Clerks and must be completed within a year of registration.

Consideration will be given to the Clerk attending the DALC online course which assists with the CiLCA qualification

4.2 Councillors

New councillors (elected or co-opted) should attend the new councillor training course run by DALC within six months of appointment. The cost of attendance will be met by the Council.

New councillors will receive a Councillor Reference pack. If required a briefing on the Code of Conduct can be arranged

4.3 Chairman

Consideration should be given to the Chairman attending the Chairman course run by DALC. The cost of attendance will be met by the Council

5. Corporate Training

Corporate training is necessary to ensure that employee(s) are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

6. Financial Assistance

6.1 It is important to note that all training funded by the council must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the council will be identified.

Where possible, all training courses will be attended locally in the interest of operational effectiveness and obtaining best value.

- Other considerations include the following:
- Implication of employee release for training course(s) on the operational capability of the Council
- The most economic and effective means of training
- Provision and availability of training budget

- For approved courses employees can expect the following to be sponsored:
- The course fee
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination

- Councillors and officer(s) attending courses are required to inform the Clerk or Training Officer immediately of any absences, giving reasons.

- Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

- Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave Dartmoor Forest Parish Council employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. In addition, all costs must be repaid if the employee leaves before completion of the qualification or fails to complete it.
- If the employee takes up employment with another Local Authority an exemption to this clause may be granted.

7. **Study Leave**

Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination (to be discussed and agreed by the Council in advance)
- Provision of study time must be agreed with the Council prior to the course being undertaken.

8. **Short Course/Workshops/Residential Weekends**
    a. Where attendance is required at a short course, hours attended may be claimed if appropriate.

8.2 Councillors and employees attending approved short courses/workshops/residential weekends can claim for the following:

- The course fee (usually invoiced following the event)

- Travelling expenses in accordance with the Council's current policy
- Subsistence in accordance with the Council's current policy

9. Evaluation of Training

a. Records of all training undertaken by employee(s) and councillors will be kept.

- As part of Dartmoor Forest Parish Council's continuing commitment to training and development, employee(s) are asked to provide feedback to the Clerk or Council on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

10. Linking with other Council Policies

How will this link to the Council's other policies?

- Equality of opportunity in all aspects of Councillor and officer development;
- A 'Statement of Intent' on training for both Councillors and staff is a requirement for the Local Council Award Scheme;
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the council;
- Undertaking training is a clear indication of Continuing Professional Development.
- Under the new assertion on the Agar councillors will need to demonstrate GDPR training and compliance.

11. Reporting on Progress

The Clerk will report annually to the full Council detailing attendance at training over the year.

12. Conclusion

The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Councillors and staff.

13. Freedom of Information

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's website and copies of this document will be available for inspection on request.

Dartmoor Forest Parish Council – Policy on death of a senior national figure

Aim
Local Councils are advised to be prepared and to have considered the actions that the council will take following the death of a senior member of state (HM King Charles III, Queen Consort). This policy sets out the arrangements that the Council is aware of however, any guidance from Buckingham Palace that deviates from this will be followed.

Operation London Bridge is the official code name given to the passing of HM King Charles III.

Period of State Mourning
Following the passing of HM King Charles III and the official announcement from Buckingham Palace, a ten-day period of state mourning will follow. D-Day being the date of the death and D+10 the date of the full state funeral, unless D+10 falls on a Sunday, then the funeral will be held on D+11, Monday.

Events
The Local Government Act 1972, s.243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a council meeting, or anything that is required to be done. Therefore, Council meetings may need to be postponed until after the funeral has taken place. Similarly, if the four days between a council election and the day new Members take office fall within the period of mourning the taking of office will be delayed until after the funeral.

If Remembrance Sunday falls within the ten-day period of mourning, remembrance services will continue as normal with added prayers. If National Beacon Lighting and/or Bell ringing are planned these will be cancelled as they are a sign of celebration. Other activities such as performances, galas, opening events, carol service, markets, light switch-on will be cancelled or rescheduled.

Flags
Flag to be flown at half-mast on the flagpoles. The exceptions being D+1 and D+2, Proclamation Day, when the new King is Proclaimed (Operation Spring Tide).

Flags will be returned to normal by 9am the day after the funeral.

NB. Red firing warning flags for the Army training areas on the moor should not be flown at half mast.

Website
The home page of the council website will be overwritten with portrait of HM King Charles III.

The Chair, in conjunction with the Clerk, will prepare a statement on behalf of the Council. The statement will be posted on the council's website and noticeboards. Details of any cancellations will be included.

Portraits
A suitable portrait of HM King Charles III will be displayed alongside the Book of Condolence. The portrait will have a black ribbon placed diagonally across one top corner, as will any other

portraits of HM King Charles III the Council may have on display at the time. These ribbons will be left in situ for one month.

Condolence Books

On the day following the announcement of the death of the Sovereign, the spouse of the Sovereign, the Heir to the Sovereign or the spouse of the Heir to the Sovereign, a Book of Condolence will be opened at Princetown Community Centre.

Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.

The Book of Condolence at Princetown Community Centre will be open from 09.00 to 18.00 Monday to Friday and, 09.00 to 12.00 on Saturday and will remain open until 18.00 on the day following the funeral, or as agreed by Princetown Community Centre Trustees.

A Councillor will arrange for the Book of Condolence to be taken to Venville House and Royal Court.

On the death of the Sovereign or their spouse a second Book of Condolence will be opened at The Village Hall, Postbridge.

The Book of Condolence at Postbridge Village Hall will be open at hours agreed with the Postbridge Village Hall Committee.

A trestle table and chair will be positioned in each venue. Books of Condolence (loose-leaf black folders) and a supply of black edged paper will be supplied by the Parish Clerk as will table cloths and framed photographs of the relevant person will also be supplied from the stock held by the Parish Clerk.

Following D+11, the condolence book/folder will be collated, and a letter sent to the Private Secretary at Buckingham Palace advising that a Book of Condolence is held in the Council archive.

Floral Tributes
The Village Green is designated as a safe area for the laying of flowers.

Flowers should be left unwrapped, with cellophane removed. They will be collected the day after the funeral by the Clerk.

Proclamations
The National Proclamation will be read in London on D+1. Then on D+2 in Edinburgh, Belfast and Cardiff. County Proclamations are normally read by the High Sheriffs on D+2. The Chair can read the proclamation if they wish.

Flags should be flown at full mast for proclamation readings.

Bells
If the Royal death is announced before 12noon on D-Day, every Church will toll one bell for each year of the Kings life – if the announcement is made after 12noon the Bell will be tolled on D+1 at 12noon.

Church Service
The Dioceses will arrange civic services in cathedrals and major churches on the mid Sunday of the ten-day mourning period. Local parish churches will be encouraged to hold services on the eve of the state funeral.

Public Holiday
The day of the State Funeral will be a Public Holiday unless it falls on a Saturday.