



TEWKESBURY TOWN COUNCIL AGENDA

To: Town Councillors

You are summoned to attend a meeting of the Town Council which will be held in the Council Chamber, Town Hall, High Street, Tewkesbury, on **20th January 2020 commencing at 6:30 pm.**

Members of the public and press are welcome to attend.

Debbie Hill
Town Clerk
15th January 2020

1. To receive apologies for absence
2. To receive declarations of interest
3. To consider requests for dispensation
4. To receive written questions from members of the public
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To note the Mayor's announcements
7. To approve the minutes of the meeting held on 9th December 2019
8. Matters arising from the minutes – for information only
9. To note the following committee minutes: Finance Committee – 5th & 28th November 2019, Severn Ham – 7th November 2019, Planning – 13th & 26th November 2019
10. To receive Councillor reports for Tewkesbury Borough Council from Cllr Workman and Gloucestershire County Council from Cllr Cromwell
11. To receive the budget report and payments report for November 2019
12. To review and approve the budget for financial year 2020-21 as recommended by the Finance Committee
13. To agree the Council's precept request for financial year 2020-21

14. To consider and adopt the new Financial Regulations
15. To consider a proposal from Cllr Cody that the Town Council declares support for the Local Electricity Bill
16. To receive reports from members representing the Town Council on outside bodies
17. To approve the payments list
18. To consider and agree grant applications from outside bodies
19. Correspondence
20. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on this agenda
21. To receive an update from the Town Clerk on the ongoing money claim served on the Town Council and to agree any action required
22. To provide an update on staffing matters

The next Full Council meeting will be
February 10th 2020 at 6pm in the Town Hall

Final date for agenda items and accompanying papers for the Meeting is **7 clear days before the meeting.**

As part of managing the Council's Risk Assessment, Councillors are reminded to ensure they keep their register of interests up to date.

If you have any questions, please contact the Town Clerk.

The Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime and Disorder, Health and Safety and Human Rights. Anyone wishing to attend any meetings of the Town Council who need ground floor access to do so, should inform the Clerk three days in advance of the meeting so that arrangements can be put into place.

MINUTES
of the
Full Council meeting held on 9th December 2019
In the Council Chamber at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan (Chair), P Aldridge, K Powell, A Rudge, C Danter, H Davis, S Raywood, M Sztymiak, J Raywood, A Carter.

In attendance: D Hill (Town Clerk); J King (Assistant Town Clerk)
Four members of the public

- 19/20 - 127 To receive apologies for absence**
Apologies for absence were received from Cllr Walker (health), Cllr Smith (business), Cllr Cody (business) & Cllr Bowman (business)
- 19/20 - 128 To receive declarations of interest**
There were no declarations of interest.
- 19/20 - 129 To consider requests for dispensation**
None requested.
- 19/20 - 130 To receive written questions from members of the public**
Questions concerning a historic legal case concerning the Red Lane Moorings 20101-2014 were raised as detailed below
Report on the legal case – does the Clerk confirm that no formal report exists at the Town Hall or at the County Archives, concerning the outcome of the case or the costs to the Council and people of Tewkesbury?
As previously advised to the member of the public, there is a moratorium in discussing this case for a period of 99 years. Therefore, the Council cannot answer this question.
Payments of Legal costs concerning the case – Does the Clerk agree that, from payments agreed at various Council meetings, the case cost the Town Council and people of Tewkesbury £80,200.63?
The Town Council's retention policy for financial records is six years and accordingly the Town Clerk cannot confirm that figure.
If she does not agree, would she provide her version of the figures before the next Full Council meeting in January.
As advised in point a. above, the Town Clerk cannot provide these figures. The Town Clerk has already advised the member of the public of this information under a prior Freedom of Information request.
Legal Indemnity – the Clerk has informed me that the Council is currently covered via WPS Insurance Broker and the Sun Alliance – would she inform us if any compensation to the Council since 2014 has been made and recorded in Council minutes?
The member of the public has already asked this question under a Freedom of Information request and accordingly is being dealt with through this channel.

Mediation - Does the Clerk agree that the case was terminated as a result of mediation which took place at the Baptist Church between July and September 2013 at a total cost of £2,600?

See question 1 – the Council cannot answer this question.

Will the Clerk undertake to recommend independent mediation at an early stage in any legal dispute, subsequent to this case, to limit the legal burden on municipal finances?

The Clerk and Town Council acts upon professional advice in such matters.

Monthly approval of Council Payments – would the Town Clerk make available for Councillor and public inspection the list of payments made in September and October 2019, any others not recently published and all those made henceforth?

Detailed payments lists are available on request. Details of all payments made are reported for noting to Full Council.

Will the Town Clerk make available a map showing the Moorings owned by the Town Council, recently agreed with the Land Registry?

The member of the public is advised that this would be made available upon receipt of a Freedom of Information request.

Confidential Minutes – does the Town Clerk agree with the opinion that there is no such thing as a confidential minute and will she put before the council by the end of the Council's year, a scheme for at least the annual review, with a non-councillor, of confidential minutes with the view of publishing as many as possible?

The Town Clerk confirms that at Parish and Town Council level, confidential minutes are not permitted. The Town Council will consider any Freedom of Information request for release of historic confidential minutes on a case by case basis. There is currently no plan to review all historic confidential minutes.

19/20 - 131 Public participation

A member of the public raised the following questions:

- Why are there no November minutes on the agenda? The Clerk subsequently stated that one full calendar month of minutes are available each month. For example, October's minutes are available in December.
- Can the Clerk provide an update regarding the review of standing orders and financial regulations?
- Can the Clerk provide an update on progress regarding the Local Council Award Scheme?

19/20 - 132 To note the Mayor's announcements

- The Mayor is currently unwell and the Deputy Mayor will be covering his duties for at least the next month.
- The Town Carol Service is taking place on Thursday 12th December at 7pm at the Methodist Church.
- Wed 18th December – Volunteers required to assist with the retiring collection at Radio Glos Christmas Service at the Abbey. All proceeds to Mayor's Charities.
- Upcoming Town Council events at the Watson Hall
 - 15th February – Albino Tarantino
 - 29th February – JC Quo
 - 11th April – Bon Giovi

- 19/20 - 133 To approve the Minutes of the meeting held on 11th November 2019**
 It was RESOLVED to approve the minutes of the meeting held on 11th November 2019, subject to updating number of houses to 1000 in 19/20-115
 19/20-118 add to the end of 'if required'.
 Proposed by Cllr Rudge, seconded by Cllr Danter.
- 19/20 - 134 Matters arising from the Minutes – for information only**
19/20-060 Press releases – not covered under current standing orders but will be included in the review of the Standing Orders. Financial regulations have been reviewed - ongoing
19/20-096 GMTF Report – Requested but not yet available – ongoing
19/20-115 GCC Report – Flood defence spending – The Town Clerk has spoken to Cllr Cromwell and the request has been referred to an officer at GCC- ongoing
19/20-116 Finance Report – Councillor asked question regarding redacting staff names on payments list. Financial regulations 5.2 state that these should be redacted - complete
19/20-117 Bank reconciliations – Town Clerk has provided information to the Cllr - complete
19/20-118 Speed Reduction – The Town Clerk advised that GCC have confirmed that all necessary work and consideration has been given to the speed limits in this area and as such they are not prepared considered previously and subsequently they are not prepared to put 50% in, we would have to fund the whole thing ourselves.- complete
19/20-123 Grant Application – Tewkesbury In Bloom – deferred to next meeting
19/20-124 Prayer in meetings – Town Clerk investigating – ongoing
- 19/20 - 135 To note the following Committee Minutes:**
Finance – 7th October 2019
Environment & Amenities – 22nd October 2019
Buildings & Moorings – 23rd October 2019
Planning – 2nd, 16th & 30th October 2019
Staffing – 21st October 2019
 The above minutes were noted.
- 19/20 - 136 To receive Councillor reports for Tewkesbury Borough Council & Gloucestershire County Council**
 Due to purdah, Cllr Reid did not provide an update from Tewkesbury Borough Council.

 Cllr Smith provided a written report from Gloucestershire County Council.
- 19/20 - 137 To receive the finance report for October 2019**
 The finance report for October 2019 was received.
- 19/20 - 138 To consider a request from Cllr Bowman to join the Planning and Finance Committees and discuss any other Committee vacancies.**
 It was RESOLVED that Cllr Bowman join the Planning and Finance Committees.
 Proposed by Cllr Davies , seconded by Cllr J Raywood .

There are currently two vacancies on the Environment & Amenities Committee, four vacancies on Planning Committee and two vacancies on Building & Moorings Committee.

19/20 - 139 To discuss and agree that Tewkesbury Town council becomes a member of the Heritage Action Zone Cultural Consortium for Tewkesbury

It was RESOLVED that Tewkesbury Town Council becomes a member of the Heritage Action Zone Cultural Consortium, subject to resources being available.

Proposed by Cllr Aldridge, seconded by Cllr Carter.

19/20 - 140 To resolve to adopt the NALC Tree Charter

It was RESOLVED to adopt the NALC Tree charter.

Proposed by Cllr Danter, seconded by Cllr Aldridge.

19/20 - 141 To discuss and agree a process for Town Councillors to receive feedback from TTRP meetings

Councillors discussed the issues regarding feedback from TTRP meetings, particularly regarding the confidential issues that cannot be discussed in Full Council feedback.

It was felt that the nature of the meetings has changed since the formation of TTRP and that the meetings are more Tewkesbury Borough Council led than a partnership between the two Councils. Concerns were also raised regarding the time between meetings happening and the provision of minutes. Councillors want this to be a worthwhile partnership.

Action: Town Clerk to request the date of the next TTRP meeting from Tewkesbury Borough Council, together with the minutes from the last meeting. Councillors to hold an informal meeting one week before the meeting to discuss the Town Council's views.

19/20 - 142 To review the representation of the Town Council on outside bodies

The representation of the Town Council on outside bodies was reviewed.

PPNP – Cllr Danter currently attends these meetings.

GPFA & CPRE – if any Councillor would like to represent the Town Council at the Annual General Meetings of these organisations, please notify the Town Clerk.

GRCC – Cllr S Raywood agreed to attend.

19/20 - 143 To receive reports from members representing the Town Council on outside bodies

Cllr J Raywood provided reports from TTRP; held on 14th November, the Ashchurch Garden Town parish and town council seminar; held on 27th November and the Borough Car Parking Strategy meeting held on 3rd December.

Cllr Carter thanked the Councillors who attended the brainstorming session for 2021.

Cllr J Raywood attended the Tewkesbury Hospital League of Friends meeting and thanked Cllr Danter for running the very successful winter bazaar on behalf of the Friends.

Cllr Aldridge attended the Giles Geest Trustees meeting and advised that the monies have been distributed for the last year.

19/20 - 144 To approve the payments list

There was no payments list

19/20 - 145 To consider and agree grant applications from outside bodies

The application from Tewkesbury in Bloom deferred to January.

19/20 - 146 Correspondence

- Thank you from Tewkesbury Christmas Lights for their grant.
- Thank you from Gloucestershire Breastfeeding Support network for their grant.
- Thank you from Great Western Air Ambulance for their grant.

19/20 - 147 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on the agenda

It was RESOLVED that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following items on the agenda.

Proposed by Cllr S Raywood, seconded by Cllr J Raywood.

Cllr Powell left the meeting due to a conflict of interests at 7:10pm.

19/20 - 148 To receive an update from the Town Clerk on the money claim served on the Town Council on 11th April 2019 and to agree the next steps

The Town Clerk provided an update on the money claim.

Councillors agreed on the next steps.

Proposed by Cllr Aldridge, seconded by Cllr Rudge.

There being no further business, the meeting closed at 7.35pm.

Signature of Chairman upon approval of the minutes 20th January 2019

MINUTES
of the
Finance Committee meeting held on 5th November 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs T Walker (Chair), K Brennan, C Danter, J Raywood, S Raywood, P Aldridge

In attendance: D Hill (Town Clerk)

F.19.073 To receive apologies

None received.

F.19.074 To receive declarations of interest

Cllrs Brennan and Aldridge re: F.19.085 as members of Tewkesbury in Bloom.

F.19.075 To receive dispensations

None required.

F.19.076 To approve the Minutes of the Finance Committee meeting held on 7th October 2019

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 7th October 2019, subject to a small amendment to typographical error in item 19.072. Proposed by Cllr J Raywood, seconded by Cllr Brennan.

F.19.077 Matters arising from the Minutes – for information only in relation to matters not on the agenda

F.19.029 Outstanding debts – Invoices 22 & 23 to be written off – Proposed by Cllr J Raywood, seconded by Cllr Walker. **Action:** Town Clerk to investigate invoice 62.

F.19.034 RBS cemetery package – Review once asset register system is installed.

F.19.038 Rotary Club proposal – Ongoing - carry forward to next meeting.

F.19.046 Bank signatory change – **Action:** Town Clerk to liaise with Cllr Walker.

F.19.062 Bank reconciliation – Names have been changed, other actions ongoing

F.19.064 Internal control checks – Town Clerk has added their comments and will be filed with next review

F.19.078 To receive correspondence relating to the Finance Committee

None received.

F.19.079 Public Participation

There was no public participation.

F.19.080 To review bank reconciliations for September 2019

The bank reconciliations were reviewed.

F.19.081 To review income & expenditure / budget reports for to 30th September 2019

The income and expenditure / budget reports were reviewed.

- F.19.082 To consider and agree grant applications from outside bodies**
It was RESOLVED to award a grant of £600 to Tewkesbury Town Band.
Proposed by Cllr Brennan, seconded by Cllr Danter
- F.19.083 To discuss and agree whether to proceed with the valuations of civic chains owned by the Town Council**
It was RESOLVED to proceed with the valuation of the four chains and to take impressions of the mayoral chain, at a cost of up to £1,200.
Proposed by Cllr Aldridge, seconded by Cllr J Raywood.
- F.19.084 To agree to hold a Civic Service on 13th September 2020 and associated expenditure**
Members agreed to plan to hold a Civic Service on 13th September, subject to confirmation of costs being received from the Abbey.
Action: Town Clerk to clarify the costs associated with holding a Civic Service.
- F.19.085 To consider a request for Tewkesbury in Bloom to purchase planters on their behalf**
Cllrs Aldridge and Brennan left the room.
It was RESOLVED to purchase twelve planters on behalf of Tewkesbury in Bloom at a cost of £250 each, therefore totalling £3,000. The planters will be included on Tewkesbury Town Council's asset register, but the Town Council shall not be liable for replacement or repair of the planters.
Proposed by Cllr J Raywood, seconded by Cllr Danter.
Action: Town Clerk to confirm decision to Tewkesbury in Bloom.
- F.19.086 To authorise a transfer from the business account to the 32-day notice account**
It was RESOLVED to move £36,000 from the business account to the 32-day notice account. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.19.087 To agree to setup a direct debit with Square to enable refunds to be made by card.**
It was RESOLVED to set up a direct debit with Square to enable refunds to be made by card. Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.088 To review the draft committee budget figures for 2020/21**
Councillors expenses budget to be increased by £500 to £600. Mayors Allowance to be reduced by £500 to £1,500.
- F.19.089 To agree the payments list**
It was RESOLVED to approve the payments list to a value of £6,698.18.
Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.090 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item on this agenda**
It was RESOLVED that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of the following item on this agenda.

Proposed by Cllr Aldridge, seconded by Cllr Brennan.

F.19.091 To agree a recommendation from the Staffing Committee to extend the Facilities Management contract to 60 hours per week for 50 weeks per year

It was RESOLVED to approve the recommendation from the Staffing Committee to extend the Facilities Management contract to 60 hours per week for 52 weeks per year.

Proposed by Cllr Brennan, seconded by Cllr J Raywood.

Action: Town Clerk to make an FOI request to Tewkesbury Borough Council regarding street and alley cleansing.

It was RESOLVED to suspend standing orders to complete item F.19.076

Proposed by Cllr S Raywood, seconded by Cllr Danter

F.19.092 To agree a recommendation from the Staffing Committee to recruit an Administrative Assistant for 20 hours per week

It was RESOLVED to approve the recommendation from the Staffing Committee to recruit an Administrative Assistant for 20 hours a week on a fixed term contract until 31/3/2021. The post will be subject to a six-month probation period.

Proposed by Cllr J Raywood, seconded by Cllr Brennan.

There being no further business the meeting closed at 8.50pm

Signature of Chairman upon approval of the minutes 28th November 2019

MINUTES

of the

Finance Committee meeting held on 28th November 2019

In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs K Brennan, C Danter, J Raywood, S Raywood, P Aldridge

In attendance: D Hill (Town Clerk)

- F.19.093 To receive apologies**
Apologies received from Cllr Walker (health)
- F.19.094 To receive declarations of interest**
None received.
- F.19.095 To receive dispensations**
None required.
- F.19.096 To approve the Minutes of the Finance Committee meeting held on 5th November 2019**
Subject to an alteration to numbering after 19.088 and changing the year to 2020 under 19.084, it was RESOLVED to approve the Minutes of the Finance Committee meeting held on 5th November 2019. Proposed by Cllr J Raywood, seconded by Cllr Danter.
- F.19.097 Matters arising from the Minutes – for information only in relation to matters not on the agenda**
F.19.046 Bank signatory change – Action: Town Clerk to liaise with Cllr Walker – carry forward to next meeting
F.19.077 Outstanding debts – two invoices had now been written off (22 & 23)
F.19.084 Civic Service Costs – carry forward to next meeting
F.19.085 Tewkesbury in Bloom – complete
F.19.091 Street & Alley Cleaning – carry forward to next meeting
- F.19.098 To receive correspondence relating to the Finance Committee**
None received.
- F.19.099 Public Participation**
There was no public participation.
- F.19.100 To review bank reconciliations for October 2019**
The bank reconciliations were reviewed.
Cllrs asked about the Mop Fair Society cheque. **Action:** Town Clerk to liaise with the Town Mayor.
- F.19.101 To review finance reports for October 2019**
The finance reports for October 2019 were reviewed.

- F.19.102 To review aged debtor and creditor reports**
Deferred to the next meeting.
- F.19.103 To consider and agree grant applications from outside bodies**
None received.
- F.19.104 To retrospectively agree the £100 withdrawal from petty cash and to agree to withdraw a further £100 from petty cash**
It was RESOLVED to retrospectively agree the £100 withdrawal from petty cash and to agree to withdraw a further £100 from petty cash.
Proposed by Cllr Danter, seconded by Cllr Aldridge.
Post meeting: It was noted that a further £100 was not required at this stage.
- F.19.105 To agree to appoint Rialtas Business Systems to complete year end work and new financial year set up**
It was RESOLVED to appoint Rialtas Business Systems to complete year end work and new financial year set up at a cost of £560, plus 45p per mile travel plus VAT.
Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.19.106 To agree to appoint GAPTC to undertake an interim Internal Audit**
It was RESOLVED to appoint GAPTC to undertake an interim Internal Audit.
Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.19.107 To agree to purchase and install a laptop for the Events Officer and a telephone for the Administration Assistant**
It was RESOLVED to purchase and install a laptop; up to a cost of £500, for the Events Officer and a telephone; up to the cost of £100 for the Administrative Assistant.
Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- F.19.108 To agree to amend the IT support contract and Office 365 subscription to cover five users**
It was RESOLVED to amend the IT support contract and Office 365 subscription to cover five users. Proposed by Cllr J Raywood, seconded by Cllr Aldridge.
Action: Town Clerk to check whether the planning laptop is covered for anti-virus software.
- F.19.109 To agree to purchase and install display screen equipment in the Court Room at the Town Hall**
Action: Town Clerk to review the requirements for an alternative possibly more mobile unit.
- F.19.110 To review draft financial Regulations and agree to recommend adoption at Full Council.**
Deferred to next meeting.
- F.19.111 To review draft committee budgets for 2020/21, 2021/22 and 2022/23**
The draft committee budgets were reviewed.

F.19.112 To agree the payments list

It was RESOLVED to approve the payments list to a value of £8,721.81.
Proposed by Cllr S Raywood, seconded by Cllr Brennan.

There being no further business the meeting closed at 8.05pm

Signature of Chairman upon approval of the minutes 13th January 2020

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MINUTES

of the

Severn Ham Committee meeting held on 7th November 2019
In the Mayor's Parlour at the Town Hall, High Street, Tewkesbury

Present: Cllrs P Aldridge (Chair), J Raywood, C Danter, C Cody, Ms C Corsie, Mr A Purkiss, Mr J Lucas

In attendance: J King (Assistant Town Clerk) and one member of the public

SH 19/057 To receive apologies for absence
Apologies were received from Mr Mckenna, Ms Swanson & Mr Perry

SH 19/058 To record declarations of interest
Mr A Purkiss – Clerk to the Commoners

SH 19/059 To consider requests for dispensations
None received.

SH 19/060 To receive a talk from Dr Juliet Hynes on Nature Recovery Networks
Dr Hynes works for Gloucestershire Wildlife Trust and gave a talk on Nature Recovery Networks (NRN).
NRN form part of the Government's 25-year environmental plan and talks about a network to complement and connect our best wildlife site. It is needed because ecologically, wildlife population in small areas cannot survive long term in isolation. It requires an ecologically functional network of sites to maintain biodiversity and the sites need to be close enough to each other and form a network that allows species to move between them.

The Environment Act is due to be passed in 2020. NRN can help inform planning policy and net gain options (which require a 10% increase in biodiversity). When development has to go ahead, if there is no possible onsite net gain option, the NRN can help to advise on the best offsite mitigation options.

The Gloucestershire NRN consists of looking at the core habitat, the existing connectivity, the restoration zones and how to connect them and the general wider landscape. When complete it will help to identify the priority areas for reconnection and restoration.

There will be four networks which will plot the following habitats:

- Open habitats – grassland / heathland
- Wooded habitat – woodland, parkland, orchards



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- Water and wetland habitat – ponds, rivers, wet grassland (including the Severn Ham)
- Arable – fields, arable weeds, farmland

The networks will look at the generic focal species by defining the minimum habitat patch size and dispersal as well as looking at a cost distance analysis in order to produce a land cover map for Gloucestershire.

NRN should protect our existing priority habitat, to help make more functional connections, expand their area and increase the permeability of the wider landscape and not stop at the county border. The measures need to be repeatable so that it is possible to plot and track changes. When the four networks are put together it will form an opportunity map as it will show the constraints and the opportunities.

Once the work is complete, Dr Hynes will be looking to bring all of the groups together; in the form of stakeholder meetings, to check that the plans are realistic and indicate where the opportunities are.

The Committee expressed their thanks to Dr Hynes and indicated their wish to be involved with her ongoing work.

SH 19/061

To approve the Minutes of the meeting held on 19th September 2019

It was RESOLVED to approve the minutes of the meeting held on 19th September 2019. Proposed by Cllr Cody, seconded by Cllr J Raywood.

SH 19/062

Matters arising from the minutes – for information only

SH19/009 HLS options – Ms Corsie & Mr Cluley to discuss – ongoing.
SH19/011 Flock Health Plan – requested by Mr Cluley – ongoing.
SH19/027 Remarking of plots – email sent to Mr Cluley – ongoing.
SH19/036 Gate to Ham – has been filled with foam, issue remains – ongoing.
SH19/043 Response to ST re: reinstatement proposals – draft copy has been circulated – is everyone happy? – **Action:** Letter to be sent
SH19/044 Future proofing discussed Nature Recovery Network – complete.
SH19/049 Thistles – work completed and added to the agenda – complete.
SH19/051 Additional Trough – letter sent to Severn Trent – ongoing.
SH19/056 Letter to the EA – letter sent – response received – complete.
SH19/056 Land ownership issue – with Mr Cluley – ongoing.

SH 19/063

Public Participation

There was no public participation.

SH 19/064

To receive an update from the Chair

The Chair provided an update on the recent leak under the Severn Ham.



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- SH 19/065** **To receive an update from Caroline Corsie, Environmental Advisor**
The hay and seed for use on the restoration plots was fortunately not spread before the last floods. Seed remains in storage and viability remains intact. If the weather conditions allow in January, the hay and seed will be spread then.
- There is no update on the rollover for the Higher-Level Stewardship Agreement.
- Future partnerships were discussed. There is currently a project underway between the Floodplain Meadows Partnership, Gloucestershire wildlife Trust and Worcestershire wildlife Trust around the Severn. The Committee were interested in how this may be extended out to involve other partners.
Action: Floodplain Meadows Partnership to be invited to meeting on January 16th.
- Severn Vale Guardians with FWAG are carrying out a Curlew project. Mike Smart is the project officer. They have mapped the location of nesting curlew in Gloucestershire and Worcestershire. Invite to a future meeting.
- The current waste exemptions require topping up with the Environment Agency.
Action: Caroline Corsie to liaise with the Assistant Town Clerk.
- SH 19/066** **To receive the current finance reports**
The finance report as at 30th September 2019 was received.
A Committee Member asked when the next HLS & BPA payments are due.
Action: Assistant Town Clerk to chase up Natural England.
- SH 19/067** **To discuss and agree on a draft committee budget for Financial Year 2020/21 and to consider the budget requirements for 2021/22 and 2022/23**
The budget was discussed, and preliminary numbers were agreed by the Committee.
- The Committee discussed the expected earmarked reserves at the end of 2020/21.
Action: Cllr Cody to speak to PPNP regarding building owl boxes.
- SH 19/068** **To consider and agree the virement of £4,000 from Ancillary Management and Salaries to £500 for Display Equipment under the Planning Committee and £600 for IT equipment and £2900 to Salaries, both under the Finance Committee**
It was RESOLVED to vire £4,000 from Ancillary Management and Salaries to £500 for display Equipment under the Planning Committee and £600 for IT equipment and £2900 to Salaries, both under the Finance Committee.
Proposed by Cllr Danter, seconded by Cllr J Raywood .
- SH 19/069** **To agree the next steps regarding tree work on the Severn Ham**
It was RESOLVED to agree a spend of up to £3500 to carry out tree maintenance work on the Severn Ham, commencing with the area between Healings Mill and the Abbey Mill. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.



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- SH 19/070** **To discuss and agree any next steps regarding bins on the Severn Ham**
The dog waste bin by the Abbey Mill has been repaired.
It was RESOLVED to purchase two mixed waste bins at a cost of £600.
Proposed by Cllr Danter, seconded by Cllr J Raywood.
- SH 19/071** **To discuss and agree any next steps regarding work for plant machinery whilst the pipeline reinstatement work is taking place**
There are no current projects that the Severn Ham Committee require plant machinery for.
Committee members requested that Severn Trent are advised that all plant machinery will need to be immobilised when not in use and that there is good signage about the works taking place.
- SH 19/072** **To discuss and agree any actions regarding any future unauthorised actions on the Severn Ham**
The Committee agreed that ongoing education is the best way of preventing any unauthorised actions on the Severn Ham.
- SH 19/073** **To approve the payments list**
There was no payments list.
- SH 19/074** **Correspondence**
A complaint has been received regarding the cattle on the Severn Ham. Notices will be placed on the noticeboards when cattle return to the Severn Ham. It is a requirement of the Higher Level Stewardship that where possible, cattle graze the Ham as it helps create good quality sward.

A response was required to the Environment Agency request that less water goes over Stanshaw Pit and more water is sent into the Avon in order to reduce the level of silt. The response is that Stanchard Pit is a fixed weir and it is not possible to reduce the amount of water going over it without reducing the levels in the Mill Avon.
Action: Assistant Town Clerk to ask the Environment Agency if the sluice at the Abbey Mill can be lowered whilst the river is in flood, so that the silt can move downstream.

The meeting closed at 10.55 am.

Signature of Chairman upon approval of the minutes16th January 2020



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Wednesday 13th November 2019

Present: Councillors J. Raywood (Chairman), S. Raywood and C. Danter.

Also present: Three members of the public including Mr. A. Purkiss.

MINUTES

P.19.193 Welcome and introductions

The meeting commenced at 19:00 The chairman welcomed all present, noting that everyone was known to each other and issued the usual housekeeping notices.

P.19.194 To receive apologies for absence

G. Preedy (absent without apology)

P.19.195 To receive declarations of interest

None

P.19.196 To receive and consider requests for dispensations

None

P.19.197 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

One member of the public spoke on three matters which included:

1. With respect to housing along the Bredon Road it was felt that there was a missed opportunity to provide street lighting at the access to the Malvern View development. The member of the public would like to know whether an opportunity to have these changed at the expense of a developer had really been missed, or whether it would be possible to approach the developer again, with a view to having this issue addressed.



2. The possibility of flood-protecting the car park at the Healings Mill site and access to the Severn Ham. The chairman replied that it is understood that the Environment Agency wishes to see the flow of floodwater across the entire site to be unimpeded by a bund but, until detailed proposals for the site are presented we cannot say what the potential for car parking there will be.
3. Item P.19.202 – not sure how the building will actually be protected from flooding, given that the floor and other parts of the structure might be porous.
- 4.

P.19.198 To approve the minutes of the Planning Committee meeting held on 30th October 2019

Proposed by Cllr. C. Danter Seconded by Cllr. S. Raywood
It was **resolved** to **approve** the minutes.

P.19.199 To receive updates on matters arising from the minutes – for information only

P.19.163 – Saffron Road – still ongoing
P.19.176 – We are working towards having a public meeting about The Ashchurch Garden Village, Junction 9 and the A46 in January

P.19.200 To receive an update from Mr A Purkiss with regard to his campaign to reduce the incidence of wheelie bins being left on pavements within the town centre and to agree further actions

An update was received from Mr A Purkiss with regard to his campaign to reduce the incidence of wheelie bins being left on pavements with the town centre. There was a short discussion covering potential courses of action which the Town Council could take going forward.

P.19.201 To note correspondence

The Town Council has been invited to attend the Borough's seminar on the Tewkesbury Garden Town on 27th November 2019. Since this would clash with our scheduled Planning Committee meeting, it has been decided that this committee will next meet on 26th November instead. The Council's website and meetings schedule have been amended accordingly.

The Town Council has been invited to send three representatives (in addition to its three TTRP members, to a focus group meeting on car parking on 3rd December 2019.

There will be a meeting of the TTRP tomorrow.



P.19.202 Installation of a flood protection system to doorway, a ventilation hole and grill and swap the location of the boat power outlet and external tap.

Planning Application
 Riverside Cafe The Gazebo Back Of Avon Tewkesbury Gloucestershire GL20 5AJ
 Ref. No: 19/00987/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/PZVUXGQD0M600	Thu 24 Oct 2019	Thu 14 Nov 2019
Observations: No objection		

P.19.203 Installation of electrical substation (upgrade to existing substation on site) and construction of associated Transformer and HV ring main GRP housings

Planning Application
 Bushell And Meadows Northway Lane Newtown Tewkesbury Gloucestershire GL20 8HG
 Ref. No: 19/00890/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/PYC1ULQD0IU00	Tue 29 Oct 2019	Tue 19 Nov 2019
Observations: No objection		

P.19.204 Alterations to existing flat roof to pitched roof

Planning Application
 7 Mill Bank Tewkesbury Gloucestershire GL20 5SD
 Ref. No: 19/01001/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q0G5VPQD0M600	Mon 04 Nov 2019	Mon 25 Nov 2019
Observations: The Town Council agrees with the opinion of the Conservation Officer, that there should be no barge boards or fascias.		



P.19.205 Alterations to existing flat roof to pitched roof

Planning Application
 7 Mill Bank Tewkesbury Gloucestershire GL20 5SD
 Ref. No: 19/01002/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/Q0G61AQD0M600	Mon 04 Nov 2019	Mon 25 Nov 2019
Observations: The Town Council agrees with the opinion of the Conservation Officer, that there should be no barge boards or fascias.		

P.19.206 To note any additional applications on the Planning Portal which will expire before 27th November 2019 and agree further actions

19/00920/FUL – Glendale – Following reconsideration of the revised scheme, the Town Council still continues to have no objection to this application.

P.19.207 To note the decisions made in October 2019, in respect of planning applications to Tewkesbury Borough Council

Noted

P.19.208 To discuss the South Worcestershire Development Plan Preferred Options Consultation and to agree further actions

The committee discussed the South Worcestershire Development Plan Review Preferred Options Version Consultation and it was agreed that a draft response relating to the proposed allocation in Bredon Parish, adjacent to the B4080 Bredon Road to be written and brought to the meeting on the 26th November, 2019. This will focus on the concerns which were raised in our response of 18th June 2018, to a proposal to build 500 dwellings on the southern half of that site and bear in mind that 1,000 houses would exacerbate those concerns .

P.19.209 To discuss the response of Full Council to the Tewkesbury Borough Development Pre-submission Plan and agree further actions if necessary

The Full Council’s response to policy TEW 4 was discussed and appropriate wording formulated. It was resolved that the response should be submitted. Proposed by Cllr. S. Raywood and Seconded by Cllr. C. Danter.

There being no further business, the meeting closed at: 21:25.

Signature of chairman

Date



TEWKESBURY TOWN COUNCIL PLANNING COMMITTEE

Tuesday 26th November 2019

Present: Councillors J. Raywood (Chairman), S. Raywood, C. Danter (Ad-hoc member), H. Bowman (Substitute) and H. Davis (Ad-hoc member).

Also present: Two members of the public were present.

Officers present: Debbie Hill (Town Clerk)

MINUTES

P.19.210 Welcome and introductions

The meeting commenced at 19:00 The chairman welcomed all present, noting that everyone was known to each other and issued the usual housekeeping notices.

P.19.211 To receive apologies for absence

No apologies were received.

P.19.212 To receive declarations of interest

Re. Items 13 and 14 – JR and SR – personal interest so will not speak or vote, but leave the room for the duration of these items.

P.19.213 To receive and consider requests for dispensations

None.

P.19.214 Public participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person)*

None

P.19.215 To approve the minutes of the Planning Committee meeting held on 13th November 2019

Proposed by Cllr C. Danter

Seconded by Cllr H. Davis

It was **resolved** to approve the **minutes**



P.19.216 To receive updates on matters arising from the minutes – for information only

P.19.163 – Saffron Road – still ongoing. SR has noted that the eastern wall of the extension has now been moved back so that it is no longer located due south of the window in the Tidor Room.

P.19.176 – JR will meet with Annette Roberts at a parish seminar on the subject of the Ashchurch Garden Village tomorrow evening and a date for a public meeting about the garden Village scheme, junction 9 of the M5 and the A46 will be fixed then.

P.19.200 – ongoing. JR will organise a letter to the Borough re. the wheelie bin problem.

P.19.201 – the Tewkesbury Town Regeneration Partnership meeting contained updates on the Heritage Action Zone, the Car Parking strategy and Ashchurch rail strategy.

P.19.209 – The Town Clerk has submitted the Town Council’s response to the Borough Plan pre-submission consultation.

P.19.217 To note correspondence

No correspondence has been received that relates to the Planning Committee.

P.19.218 Retention of single storey rear extension (retrospective application)

Planning Application

Mortgage Hub 12 Mitton Way Mitton Tewkesbury Gloucestershire GL20 8AN

Ref. No: 19/01032/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/PZVWDJQDGP05	Thu 07 Nov 2019	Thu 28 Nov 2019
Observations:		
No objection		

P.19.219 Replacement of two rear windows with UPVC 'A' rated double glazed windows

Planning Application

1 Masons Court Barton Street Tewkesbury Gloucestershire GL20 5PY

Ref. No: 19/01024/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/PZRVEEQDOM405	Fri 08 Nov 2019	Fri 29 Nov 2019
Observations:		
No objection, subject to the opinion of the Conservation Officer		



P.19.220 Replacement of two rear windows with UPVC 'A' rated double glazed windows

Planning Application

1 Masons Court Barton Street Tewkesbury Gloucestershire GL20 5PY

Ref. No: 19/01023/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/PZRUR0QD0M402	Fri 08 Nov 2019	Fri 29 Nov 2019
Observations: No objection, subject to the opinion of the Conservation Officer		

P.19.221 Replacement of all windows and doors with UPVC 'A' rated double glazed windows

Planning Application

4 Chapel Cottages Barton Street Tewkesbury Gloucestershire GL20 5QE

Ref. No: 19/01019/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q0NB4WQD0M600	Fri 08 Nov 2019	Fri 29 Nov 2019
Observations: The Town Council appreciates that the applicant has chosen windows in keeping with the existing but is concerned that the proposed door (window 6) has a very different character from the existing door. The Council would appreciate the input of the Conservation Officer with regard to this.		

P.19.222 Installation of roof lights and erection of a porch

Planning Application

The Barn Lincoln Green Lane Tewkesbury Gloucestershire GL20 7DN

Ref. No: 19/01039/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q02OTMQDGQ60I	Tue 12 Nov 2019	Tue 03 Dec 2019
Observations: No objection		



P.19.223 Installation of roof lights and erection of a porch

Planning Application

The Barn Lincoln Green Lane Tewkesbury Gloucestershire GL20 7DN

Ref. No: 19/01040/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/Q0UQGRQD0M600	Tue 12 Nov 2019	Tue 03 Dec 2019
Observations: No objection		

P.19.224 Conversion of existing cellar to provide seating for proposed coffee shop

Planning Application

16 High Street Tewkesbury Gloucestershire GL20 5AL

Ref. No: 19/01107/LBC

Letter reference	Date requested	Expiry date
DC/E07000083/Q0YM0LQD0M600	Thu 14 Nov 2019	Thu 05 Dec 2019
Observations: Whilst the Town Council finds this proposal for a spiral staircase providing access to a publicly accessible cellar unusual, it has no material objection, subject to the opinion of the Conservation Officer.		

P.19.225 Erection of a single storey rear extension and raising an existing flat roof to change the direction of fall

Planning Application

17 Barton Road Tewkesbury Gloucestershire GL20 5QJ

Ref. No: 19/01093/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q0UUPTQDGVV0B	Thu 14 Nov 2019	Thu 05 Dec 2019
Observations: No objection		



P.19.226 Erection of a two storey side extension and single storey rear extension

Planning Application

37 Knights Way Newtown Tewkesbury Gloucestershire GL20 8DY

Ref. No: 19/01078/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q0LWSMQDGH0L	Thu 14 Nov 2019	Thu 05 Dec 2019
Observations: The Town Council has concerns about the massing of the extension particularly in relation to the height of the building abutting the adopted public highway/public footway that connects Knight's Way to the Play Area owned by Tewkesbury Town Council and thus will be heavily used by children. Safe access along the alley should be retained during the process of building works in the absence of an alternative safe route to the park.		

P.19.227 Demolition of existing industrial buildings, and erection of replacement industrial building for storage purposes only, galvanised steel palisade security fencing and alterations to existing vehicular access

Planning Application

Edgwick's Ltd Northway Lane Newtown Tewkesbury Gloucestershire GL20 8JG

Ref. No: 18/00927/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/PEY4LMQDIT70X	Mon 18 Nov 2019	Mon 09 Dec 2019
Observations: No objection		

P.19.228 Demolition of existing single storey side extension and erection of 2no. single storey side extensions

Planning Application

107 Churchill Grove Newtown Tewkesbury Gloucestershire GL20 8DW

Ref. No: 19/01113/FUL

Letter reference	Date requested	Expiry date
DC/E07000083/Q10N2PQDGXV0E	Tue 19 Nov 2019	Tue 10 Dec 2019
Observations: The Town Council has no objection in principle to the proposed extensions. It is however concerned by the potential loss of a tree and would appreciate the opinion of the Borough tree officer. Should this tree be lost we would wish for it to be replaced.		



- P.19.229 To note any additional applications on the Planning Portal which will expire before 18th December 2019 and agree further actions**

Installation of a balanced flue for central heating boiler

Planning Application

74A Barton Street Tewkesbury Gloucestershire GL20 5PY

Ref. No: 19/01121/LBC

No objection

- P.19.230 To note any additional information on the Planning Portal regarding applications to which this committee has already responded and agree further actions**

Retrospective external alterations to main building including installation of glazing and access door, plus retention of new emergency generator and associated timber enclosure, and extension of perimeter fencing and new access gate. Proposed external works to main building including insertion of 5no. louvre grilles, plus installation of cycle storage.

Planning Application

Unit 1 Plot 5500 Shannon Way Tewkesbury Business Park Tewkesbury Gloucestershire GL20 8SF

Ref. No: 19/00859/FUL

No objection

- P.19.231 To discuss a draft response to the South Worcestershire Development Plan Preferred Options Consultation and to agree further actions**

The response was discussed and it was **resolved** that this would be **submitted without further amendment**.

Proposed by Cllr. C. Danter Seconded by Cllr. H. Bowman.

There being no further business, the meeting closed at 21:00.

Signature of Chairman

Date

Tewkesbury Town Council update – January 2020

1 GCC 2020-21 Budget

You still have a chance to comment on the County Council's budget – deadline Friday, 17 January 2020. An all day Budget scrutiny session was held at Shire Hall on Thursday, 9 January. I have enclosed a summary sheet highlighting the main areas of change for 2020-21.

2 Apprenticeships

The County Council has won a national award for supporting the Apprenticeship programme. We have over 200 apprentices in various departments with qualifications from level 2 to level 7 (equivalent to a Master's degree level).

3 Highways Local

With my local highways manager, I am allocating funds from my Highways Local minor works budget to complete schemes over the next two years. If you have any schemes that you would like us to look at please email me – kevin.cromwell@gloucestershire.gov.uk I would encourage you to look at the 50:50 GCC match funding scheme which is publicised on the GCC website.

4 GCC Local Transport Plan

There will be opportunity to talk to staff from the County Council at Tewkesbury Borough Council Offices on 25 February 2020. Day time surgeries are being held from 11am to 3pm with an evening presentation including a question and answer session from 4 to 5.30pm.

5 Local works

- Smiths Lane phase 2 is ongoing
- High Street signs – tidying and replacement where necessary
- Bypass patching works ready for surface dressing
- Bredon Road programmed for Spring 2020 – date to be confirmed

Cllr Kevin Cromwell
County Councillor for Tewkesbury

Council Budget 2020/21

Following cabinet approval on 20 December 2019, the consultation runs until 5pm on 17 January 2020 and asks for people to say what they think of the council's spending plans.

The council is encouraging residents to have their say via the online survey. However, for those who aren't able to do this, copies of the survey will be available in local libraries and in the county council's reception at Shire Hall.

The budget for 2020/21 totals £468million, a net increase of £31million on 2019/20. As well as an additional £12.9million going towards protecting the county's vulnerable children, an initial £1million Action Fund will be set up to help tackle climate change.

The budget also sets aside around £73.6m of capital investment for schools and children and family services, bringing total expected capital investment to around £160m by 2023.

A further £49.8m has been allocated to deliver on the third year of the council's £150m Your Highways programme.

The draft budget proposes to raise around £6.3m to help fund services through a 1.99% increase in council tax. The council is also proposing to apply the national social care precept at 2%, raising an additional £6.3m to help manage the increase demand for adult care services. In total these changes would result in an increase of under £1 per week for the average Band D taxpayer.

Cllr Mark Hawthorne, Leader of Gloucestershire County Council, said:

"We have an ambitious vision for the future of this great county as well as a strong commitment to deliver the best possible service now. I believe the draft budget achieves that balance. Before the budget is finalised in February next year, it is important to know what residents think.

I would encourage everyone to take the time to have a look at our plans and then respond to the consultation. We will carefully consider all the views received ahead of finalising the budget for the year ahead."

The draft 2020/21 budget sets out an allocation for a range of projects including:

- £73.6m for schools and children and family services, including £20m towards a £30m new secondary school in Cheltenham, £6.5m towards a new Special School, £3.2m towards the expansion of The Cotswold School, £6.2m towards increasing the number of primary school places in the Bishops Cleeve area and £2.5m towards the expansion of Leckhampton Primary School
- An additional £12.9m into children's services

- In the region of £14.5m into Gloucester South West Bypass, Arle Court, Junction 11, Honeybourne cycle route extension, Gloucester to Quedgeley and Cheltenham to Bishop Cleeves cycle tracks.
- £1.5m to ensure GFRS' firefighters have new and improved life saving equipment and to increase the services' prevention and protection work
- £700k towards flood alleviation work. This forms part of investment over the coming years of more than £5.3m, which will significantly reduce the risk of flooding to hundreds of homes in the county.
- £3.1m to ensure delivering Broadband across the county
- Almost £5.0m to upgrade street lights and traffic signals
- In excess of £500k for councillors to invest in their local area

Summary Income & Expenditure by Budget Heading 30/10/19

Month No: 8

Finance Report for Full Council - November 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance							
120 Finance	Income	0	301,593	301,540	(53)		
	Expenditure	4,892	42,700	64,391	21,691		21,691
	Net Income over Expenditure	<u>(4,892)</u>	<u>258,894</u>	<u>237,149</u>	<u>(21,745)</u>		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(4,892)</u>	<u>258,894</u>				
130 Mayor's Charity	Income	0	130	1	(129)		
	Expenditure	0	4,280	1	(4,279)		(4,279)
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,150)</u>				
	Finance Income	0	301,723	301,541	(182)		
	Expenditure	4,892	46,980	64,392	17,412	0	17,412
	Net Income over Expenditure	<u>(4,892)</u>	<u>254,744</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(4,892)</u>	<u>254,744</u>				
Building & Moorings							
200 Moorings	Income	301	3,710	5,500	1,790		
	Expenditure	817	3,580	9,600	6,020		6,020
	Movement to/(from) Gen Reserve	<u>(517)</u>	<u>130</u>				
210 Museum	Expenditure	0	152	13,749	13,597	12,849	749
220 Town Hall	Income	2,534	13,298	14,050	752		
	Expenditure	888	16,660	32,091	15,431	345	15,086
	Movement to/(from) Gen Reserve	<u>1,646</u>	<u>(3,362)</u>				
230 War Memorial	Income	50	100	51	(49)		
	Expenditure	0	0	1,416	1,416		1,416
	Movement to/(from) Gen Reserve	<u>50</u>	<u>100</u>				
	Building & Moorings Income	2,884	17,108	19,601	2,493		
	Expenditure	1,705	20,392	56,856	36,464	13,194	23,270
	Net Income over Expenditure	<u>1,179</u>	<u>(3,284)</u>				
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>1,179</u>	<u>(3,284)</u>				

Environment & Amenities

Summary Income & Expenditure by Budget Heading 30/10/19

Month No: 8

Finance Report for Full Council - November 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300	Play Parks						
	Income	0	38,000	15,001	(22,999)		
	Expenditure	800	33,793	45,000	11,207		11,207
	Net Income over Expenditure	<u>(800)</u>	<u>4,207</u>	<u>(29,999)</u>	<u>(34,206)</u>		
	plus Transfer from EMR	0	27,239				
	Movement to/(from) Gen Reserve	<u>(800)</u>	<u>31,446</u>				
310	Spring Gardens						
	Income	177	2,131	3,000	869		
	Expenditure	971	5,917	10,650	4,733		4,733
	Movement to/(from) Gen Reserve	<u>(794)</u>	<u>(3,785)</u>				
320	Gloucester Road						
	Income	77	1,169	1,500	331		
	Expenditure	949	3,242	5,000	1,758		1,758
	Movement to/(from) Gen Reserve	<u>(873)</u>	<u>(2,073)</u>				
330	Cleaning & Consumables						
	Expenditure	51	1,891	5,200	3,309		3,309
340	Outside Spaces						
	Expenditure	2,983	9,401	18,742	9,341	1,283	8,058
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	<u>(2,983)</u>	<u>(9,401)</u>				
700	Memorial Benches						
	Expenditure	0	70	0	(70)		(70)
	Environment & Amenities Income	254	41,301	19,501	(21,800)		
	Expenditure	5,754	54,314	84,592	30,278	1,283	28,994
	Net Income over Expenditure	<u>(5,500)</u>	<u>(13,014)</u>				
	plus Transfer from EMR	0	27,239				
	Movement to/(from) Gen Reserve	<u>(5,500)</u>	<u>14,225</u>				
Planning							
400	Planning						
	Income	0	0	140	140		
	Expenditure	133	133	3,000	2,868		2,868
	Movement to/(from) Gen Reserve	<u>(133)</u>	<u>(133)</u>				
	Planning Income	0	0	140	140		
	Expenditure	133	133	3,000	2,868	0	2,868
	Movement to/(from) Gen Reserve	<u>(133)</u>	<u>(133)</u>				
Severn Ham							
500	Severn Ham						
	Income	0	7,567	37,633	30,066		
	Expenditure	57	(5,509)	35,201	40,710	433	40,277
	Movement to/(from) Gen Reserve	<u>(57)</u>	<u>13,075</u>				
	Severn Ham Income	0	7,567	37,633	30,066		
	Expenditure	57	(5,509)	35,201	40,710	433	40,277
	Movement to/(from) Gen Reserve	<u>(57)</u>	<u>13,075</u>				

Summary Income & Expenditure by Budget Heading 30/10/19

Month No: 8

Finance Report for Full Council - November 2019

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Watson Hall</u>							
600	Watson Hall						
	Income	2,140	58,045	35,152	(22,893)		
	Expenditure	6,110	44,599	28,168	(16,431)	2,937	(19,368)
	Movement to/(from) Gen Reserve	<u>(3,970)</u>	<u>13,446</u>				
	Watson Hall Income	<u>2,140</u>	<u>58,045</u>	<u>35,152</u>	<u>(22,893)</u>		
	Expenditure	<u>6,110</u>	<u>44,599</u>	<u>28,168</u>	<u>(16,431)</u>	<u>2,937</u>	<u>(19,368)</u>
	Movement to/(from) Gen Reserve	<u>(3,970)</u>	<u>13,446</u>				
<u>Staffing</u>							
110	Staffing						
	Expenditure	14,695	105,940	155,836	49,896		49,896
	Staffing Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
	Expenditure	<u>14,695</u>	<u>105,940</u>	<u>155,836</u>	<u>49,896</u>	<u>0</u>	<u>49,896</u>
	Movement to/(from) Gen Reserve	<u>(14,695)</u>	<u>(105,940)</u>				
	Grand Totals:- Income	<u>5,278</u>	<u>425,743</u>	<u>413,568</u>	<u>(12,175)</u>		
	Expenditure	<u>33,346</u>	<u>266,849</u>	<u>428,045</u>	<u>161,196</u>	<u>17,847</u>	<u>143,349</u>
	Net Income over Expenditure	<u>(28,068)</u>	<u>158,894</u>	<u>(14,477)</u>	<u>(173,371)</u>		
	plus Transfer from EMR	<u>0</u>	<u>27,239</u>				
	Movement to/(from) Gen Reserve	<u>(28,068)</u>	<u>186,133</u>				

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2019	Ames Group Ltd	Std Ord	28.00		Pest Control
05/11/2019	Allcoopers Ltd	SO10299588	231.00		Fire Alarm Service
05/11/2019	TBC - Back Of Avon	5105564X	69.00		Rates for Back Of Avon
05/11/2019	TBC - Gloucester Rd	51075439	228.00		Gloucester Road Rates
05/11/2019	TBC - Spring Gardens	51075448	300.00		Spring Gardens Rates
06/11/2019	Lloyds - 32 Day Notice A/C	Transfer	36,000.00		Transfer to 32 Day Notice Acc
06/11/2019	BAUR MED	DD	1.50		Magazine subscription
06/11/2019	Cellar Supplies Cheltenham Ltd	327706	175.19		Bar supplies
10/11/2019	Countrywide Grounds Maintenanc	87693	284.10		Grass cutting
10/11/2019	DW Safety	1283	315.00		Fire assesment for WH
10/11/2019	GAB Services	69	3,591.00		Caretaking duties
10/11/2019	Haywards Tewkesbury Ltd	HAYOCT19	159.24		Equipment
10/11/2019	Hy-Clean Supplies Limited	HYOCT19	61.64		Combined Consumables
10/11/2019	Inferno Brewery Ltd	093	90.00		Beer Keg
10/11/2019	KB Heating	742	1,097.00		Maintenance work
10/11/2019	Michaels Civic Robes	73890	1,256.40		Hats
10/11/2019	Music Sound & Lighting Ltd	01529	159.00		Hire of PA system
10/11/2019	Notice Board (UK) Limited	17082	1,180.80		Noticeboards/header panels
10/11/2019	Proactive Business Supplies Lt	521986	5.22		Stationery
10/11/2019	Sweets and Treats	1014	39.11		Supply of chocolate for event
10/11/2019	Tewkesbury Direct	9455	117.30		Advert for WH event
10/11/2019	Timber & Hardware Supplies Ltd	47381	37.96		Maintenance work
11/11/2019	Tewkesbury Xmas Lights	2392	1,000.00		Donation to Tewks Xmas Lights
11/11/2019	Manor Players of Tewkesbury	2393	1,000.00		Donantion to Manor Players
13/11/2019	Cellar Supplies Cheltenham Ltd	328001	225.49		Bar supplies
14/11/2019	Water Plus	WH WATER	140.26		WH Water
15/11/2019	Squeaky Clean Energy Ltd	118165	64.56		Electric for SG 02.07-01.10.19
15/11/2019	Squeaky Clean Energy Ltd	118164	34.04		Electric for GR 02.07-01.10.19
15/11/2019	Squeaky Clean Energy Ltd	84153	41.84		Electric for GR 02.07-01.08.19
15/11/2019	Squeaky Clean Energy Ltd	84154	75.97		Electric for SG 02.07-01.08.19
15/11/2019	Squeaky Clean Energy Ltd	119023	81.44		Electric for SG 01.10-01.11.19
15/11/2019	Squeaky Clean Energy Ltd	119022	44.56		Electric for GR 01.10-01.11.19
15/11/2019	Squeaky Clean Energy Ltd	118971	71.25		Electric for TH 08.10-01.11.19
15/11/2019	Squeaky	SQUEAKY	94.19		WH Electric 01.10-01.11.19
18/11/2019	B.A.B.E.S.	2395 GRANT	250.00		Grant
18/11/2019	Great Western Air Ambulance	2396-GRANT	250.00		Grant
18/11/2019	Petty Cash	PC Top Up	100.00		Petty Cash Top Up
20/11/2019	Contract Natural Gas Ltd	THOCT19	233.46		Gas for TH Oct 19
20/11/2019	Contract Natural Gas Ltd	WHOCT19	120.18		Gas for WH Oct 19
20/11/2019	TBC - Town Hall	50009540	412.00		Town Hall Rates
20/11/2019	HMRC	HMRC	1,736.76		PAYE & NI
20/11/2019	Gloucester County Council	PENSIONS	2,352.74		Pensions
20/11/2019	TTC Staff Wages	SALARY	6,778.24		Staff Salaries
20/11/2019	Cellar Supplies Cheltenham Ltd	328232	14.81		Bar supplies
20/11/2019	Cellar Supplies Cheltenham Ltd	328329	188.68		Bar supplies
22/11/2019	NEST	NEST	56.42		NEST Pensions
25/11/2019	Tewkesbury Town Band	2397	600.00		Tewkesbury Town Band Grant

List of Payments made between 01/11/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/11/2019	Digital Telecom Ltd	19710	76.20		Telephone for TH
25/11/2019	Digital Telecom Ltd	19715	49.80		Telephone for WH
25/11/2019	Charlton Networks	34032	90.00		Telephone
27/11/2019	Cellar Supplies Cheltenham Ltd	cel001	1,510.58		Bar supplies
28/11/2019	Lloyds	BANK FEE	5.00		Charges from 10.09-28.10.19
28/11/2019	Thompson Bancks Solicitors	13NOV19	720.00		Legal charges
28/11/2019	Armitage Building & Carpentry	SEP/OCT19	725.00		Building work carried out
30/11/2019	Inty Cascade	Std Ord	52.50		Office 365/Cloud

Total Payments			<u>64,622.43</u>		
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Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year 19-20 Budget	Next Year 20-21 Budget
110 Staffing		
4000 Staff Salary	124,761	136,476
4050 Staff Travel	100	150
4060 Councillor Travel	0	50
4070 Staff Other Expenses	0	100
4080 FM Contractor	24,225	46,800
4090 Payroll Processing	750	500
4100 Professional Fees	3,500	2,500
4110 Training	2,500	2,000
Total Overhead Expenditure	155,836	188,576
Staffing - Net Expenditure	155,836	188,576
120 Finance		
4100 Professional Fees	3,500	2,000
4150 Mayors Allowance	1,500	1,500
4160 Bank Charges	60	60
4170 Audit Fees	2,000	2,000
4180 Legal Fees	12,000	12,000
4190 Subscriptions & Memberships	4,000	4,000
4200 Insurance	6,000	8,000
4210 Stationery & Consumables	1,600	1,600
4211 Contingency	6,000	6,000
4212 Councillor Expenses	0	600
4220 Telephone & Broadband	800	800
4230 Photocopier	2,500	2,500
4240 Website	350	350
4250 IT	3,800	3,200
4260 Publications	200	200
4270 Newsletter	500	1,000
4280 Events & Services	3,200	3,200
4290 Regalia	2,000	400
4300 Civic	1,000	1,000
4310 Tourism & Marketing	380	1,000
4320 Town Crier	1,000	1,000
4330 Grants Paid	10,000	20,000
4340 Section 137 Expenditure	1	0
4350 Elections	1,000	1,000
4990 Sundries	1,000	1,000
Total Overhead Expenditure	64,391	74,410
1076 Precept	301,288	0
1090 Interest Received	250	250
1100 Grants & Donations Received	1	0
1990 Other Income	1	0
Total Income	301,540	250

Continued on Page 2

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year 19-20 Budget	Next Year 20-21 Budget
Finance - Net Expenditure		-237,149	74,160
130 Mayor's Charity			
4410	Mayor's Charity Expenditure	1	0
	Total Overhead Expenditure	1	0
1200	Mayor's Charity Income	1	0
	Total Income	1	0
200 Moorings			
4450	Maintenance	3,000	4,000
4460	Rates	1,500	1,500
4470	Mooring Leases	100	100
4480	Projects - Moorings	5,000	5,000
	Total Overhead Expenditure	9,600	10,600
1300	Moorings Income	5,500	5,500
	Total Income	5,500	5,500
	Moorings - Net Expenditure	4,100	5,100
210			
Museum			
4450	Maintenance	4,000	12,000
4500	Running Costs	8,000	3,000
4990	Sundries	1,749	0
	Total Overhead Expenditure	13,749	15,000
	Museum - Net Expenditure	13,749	15,000
220 Town Hall			
4450	Maintenance	22,000	12,000
4460	Rates	4,000	4,100
4550	Water	675	700
4560	Electric	1,500	1,500
4570	Gas	2,500	2,500
4580	Garden Expenditure	250	300
4590	Projects	0	15,000
4960	Equipment	0	2,000
4990	Sundries	1,166	0
	Total Overhead Expenditure	32,091	38,100
1400	Garden Income	50	100
1410	Town Hall Income	14,000	18,000
	Total Income	14,050	18,100
	Town Hall - Net Expenditure	18,041	20,000

Continued on Page 3

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year 19-20 Budget	Next Year 20-21 Budget
230 War Memorial			
4450	Maintenance	250	1,000
4990	Sundries	1,166	0
	Total Overhead Expenditure	1,416	1,000
1450	Fundraising	50	200
1990	Other Income	1	100
	Total Income	51	300
	War Memorial - Net Expenditure	1,365	700
 300 Play Parks			
4590	Projects	40,500	10,000
4600	Maintenance - Derek Graham	2,000	2,000
4610	Maintenance - Mitton	1,000	1,000
4620	Maintenance - Warwick Place	1,500	1,500
4630	Annual Playground Inspection	0	1,500
	Total Overhead Expenditure	45,000	16,000
1500	Grants & Donations Received	1	0
1510	Warwick Place Improvements	15,000	0
	Total Income	15,001	0
	Play Parks - Net Expenditure	29,999	16,000
 310 Spring Gardens			
4450	Maintenance	3,000	3,000
4460	Rates	3,000	3,000
4550	Water	2,000	2,000
4560	Electric	650	650
4590	Projects	2,000	2,000
	Total Overhead Expenditure	10,650	10,650
1530	Spring Gardens Income	3,000	0
	Total Income	3,000	0
	Spring Gardens - Net Expenditure	7,650	10,650
 320 Gloucester Road			
4450	Maintenance	1,750	1,750
4460	Rates	2,200	2,200
4550	Water	650	650
4560	Electric	400	400
	Total Overhead Expenditure	5,000	5,000
1550	Gloucester Road Income	1,500	0
	Total Income	1,500	0

Continued on Page 4

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year 19-20 Budget	Next Year 20-21 Budget
Gloucester Road - Net Expenditure	3,500	5,000
330 Cleaning & Consumables		
4700 Cleaning & Maintenance Equip	1,500	1,500
4710 Combined Consumables	2,500	2,500
4720 Hygiene Contract	1,200	1,200
Total Overhead Expenditure	5,200	5,200
Cleaning & Consumables - Net Expenditure	5,200	5,200
340 Outside Spaces		
4750 CCTV	6,000	9,000
4755 Tree Maintenance	3,000	3,000
4760 Street Furniture & Clock	4,000	6,000
4765 Emergency Plan/Adverse	1,000	1,000
4770 Youth Budget	1	4,500
4775 Insurance - Arrivall	250	280
4780 Bus Shelter	1,000	3,000
4785 GIS	650	475
4790 Grass Cutting	2,840	2,840
4795 Notice Boards	1	2,000
Total Overhead Expenditure	18,742	32,095
Outside Spaces - Net Expenditure	18,742	32,095
400 Planning		
4715 Comm & Display Equipment	2,500	0
4718 Community Development	0	2,000
4810 Outreach	500	500
Total Overhead Expenditure	3,000	2,500
1600 CIL Income	140	0
Total Income	140	0
Planning - Net Expenditure	2,860	2,500
500 Severn Ham		
4450 Maintenance	0	500
4550 Water	250	250
4850 Commoners Grazing	2,000	5,500
4855 Hay Sowing Project	10,000	5,000
4860 Volunteers (Rec & Prom)	2,000	2,000
4865 Auction Fees	450	459
4870 Weeding	2,500	1,000
4875 Tree Conservation	5,000	3,000
4880 Ancillary Management	0	4,000

Continued on Page 5

Tewkesbury Town Council
Forward Budget Detail - By Centre

12:57

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year 19-20 Budget	Next Year 20-21 Budget
4885 Nesting Project	2,000	2,000
4890 Carver Knowles	2,250	2,295
4895 Cross Compliance Consultant	500	510
4900 Conservation Advisor	5,250	5,355
4905 Footpath Repairs	3,000	0
4910 Severn Ham Compensation	1	0
Total Overhead Expenditure	35,201	31,869
1620 Hay Auction	190	190
1630 Single Payment	13,000	13,000
1640 Wayleaves	695	390
1700 Fishing Rights	1,500	1,500
1710 Natural England (HLS Payment)	22,248	22,248
	37,633	37,328
Total Income		
Severn Ham - Net Expenditure	-2,432	-5,459
 600 Watson Hall		
4195 Health & Safety	0	1,000
4280 Events & Services	1	10,000
4450 Maintenance	8,000	10,000
4550 Water	500	700
4560 Electric	1,000	1,500
4570 Gas	2,500	2,000
4590 Projects	15,000	18,000
4950 Tudor Bar	1	12,000
4955 Bar Wages	0	4,000
4960 Equipment	0	2,000
4990 Sundries	1,166	500
Total Overhead Expenditure	28,168	61,700
1800 Watson Hall Income	15,000	20,000
1810 Leases	20,150	135
1820 Tudor Bar Income	1	30,000
1830 Events Income	1	10,000
Total Income	35,152	60,135
Watson Hall - Net Expenditure	-6,984	1,565
Total Budget	428,045	492,700
Income :	413,568	121,613
Net Expenditure	14,477	371,087

TEWKESBURY TOWN COUNCIL [ENTER COUNCIL NAME] MODEL

DRAFT FINANCIAL REGULATIONS 2019 FOR ENGLAND

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. {The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.}

1.9. 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 accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- ~~writing off bad debts;~~
- declaring eligibility for the General Power of Competence, ~~and~~
- ~~addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.~~

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant in excess of £1,000 or a single commitment in excess of ~~£500,000~~ £500,000;
- and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman ~~for a cheque signatory~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the ~~council~~ council ~~Finance Committee~~.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be 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 for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting 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.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

3.1. Each committee ~~(if any)~~ shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the ~~*council~~ Finance Committee not later than the end of ~~*[November]~~ October each year including any proposals for revising the forecast.}

3.2. The RFO must each year, by no later than ~~the end of *November[month],~~ prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the ~~*Finance Committee[relevant committee~~ and the} council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over ~~*£25[1£5,000];~~
- a duly delegated committee of the council for items over ~~{*£1,000500}; or~~
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items below ~~{£1,000500};-~~
- the Clerk, for any any items in relation to the day-to-day running of the Council, Council's buildings and public facilities, for any items up to £1,000250; or
- the Clerk, for any items in relation to stocking -day to day- the bar-, up to £2,500 and for events up to £5,000Council, for any items up £100.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

~~4.4. The salary budgets are to be reviewed at least annually in *(October)September for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.~~

~~4.45.~~ In cases of extreme risk to the delivery of council services and for matters of health and safety, the Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£10,0500~~. The Clerk shall report such action to the relevant committee chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. ~~For this purpose "material" shall be in excess of [£*£100] or [15%] of the budget.~~

4.9. Changes in earmarked reserves shall be approved by the relevant committee council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Finance Committee council. ~~banking arrangements may not be delegated to a~~

~~committee.~~ They shall be regularly reviewed for safety and efficiency. ~~[The council shall seek credit references in respect of members or employees who act as signatories.]~~

5.2. The RFO shall prepare a schedule of payments requiring authorisation, ~~forming part of the Agenda for the Meeting and,~~ together with the relevant invoices ~~and,~~ present the schedule to ~~council or committee~~ ~~council~~ ~~*[or finance appropriate committee].~~ The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council ~~{or *finance c}committee}~~. The approved schedule shall be ~~ruled off and~~ initialled by the Chairman of the Meeting. ~~The total value of A detailed list of~~ all payments shall be disclosed within ~~or as an attachment to~~ the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council ~~*[or Finance c}Committee]~~ meeting.

5.5. The Clerk ~~/and~~ RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, 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 ~~*[or finance committee];~~
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee};~~ or
- c) fund transfers within the council's banking arrangements up to the sum of ~~{£10,000},~~ provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}.~~

d) salaries, PAYE and pension payments

e) payments which fall within budgetary control and authority to spend, but which have to be paid in advance

~~5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].~~

~~5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised— thus controlling the risk of duplicated payments being authorised and /or made.~~

~~5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £15,000 shall before payment, be subject to ratification by resolution of the council.~~

~~5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.~~

~~5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.~~

~~5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by at two Members.~~

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk ~~or~~ RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council ~~or duly delegated committee~~.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by ~~one~~ two member~~s~~ of council and countersigned by the Clerk ~~and countersigned by the Clerk,~~ in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

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6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council ~~for Finance Committee~~ at the next convenient meeting.

6.7. Certain payments if thought appropriate by the council, ~~payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates~~ may be made by ~~variable~~ direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a ~~variable~~ direct debit shall be renewed by resolution of the council at least every ~~two~~ years.

6.8. If thought appropriate by the council, payment for certain items ~~(principally salaries)~~ may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members ~~are retained~~ and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every ~~two~~ years.

~~6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~

6.9.10. If thought appropriate by the council payment for ~~certain~~ items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.14.0. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be filed handed to and in a secure location in the office. The access code for the secure location shall be retained by the Town Mayor in a sealed envelope. This envelope

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may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

~~retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.~~

6.121. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised ~~in writing~~ by the council or a duly delegated committee.

6.132. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.143. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.154. Where internet banking arrangements are made with any bank, the Clerk / ~~{RFO}~~ shall be appointed as the Service Administrator. ~~The Service Administrator will ensure that the appropriate authorisation has been obtained before payments are made~~ bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. ~~The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.~~

6.165. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.176. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and ~~agreed by the Clerk / RFO~~ supported by hard copy authority for change signed by ~~[two of] the Clerk / [the RFO and] [at two members]~~. A programme of regular checks of standing data with suppliers will be followed.

6.197. Any Debit Card issued for use will be specifically restricted to the Clerk ~~/[and the RFO]~~ and will also be restricted to a single transaction maximum value of ~~£250500~~ unless authorised by council or finance committee in writing before any order is placed.

6.198. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the ~~council~~ [Finance Committee]. Transactions and purchases made will be reported to the ~~[council]~~ [relevant committee] and authority for topping-up shall be at the discretion of the ~~[council]~~ [relevant committee].

6.1920. Any ~~corporate credit card or~~ trade card account opened by the council will be specifically restricted to use as directed by the Clerk ~~/[and RFO]~~ ~~and shall be subject to automatic payment in full, at each month end. Personal credit or debit cards of members or staff shall not be used under any circumstances.~~

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

OR

~~6.22-~~ The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Officer ~~RFO with a claim~~ for reimbursement.

a) The RFO shall maintain a petty cash float of ~~no more than £150250 only~~ for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be made by cheque and transferred from the main account cashbook to the petty cash cashbook, shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Staffing Committee or council, ~~or duly delegated committee.~~

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that a summary of each payments is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the *Staffing[council] [relevant Ccommittee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions are considered confidential and as such these records shall be recorded in a separate confidential record (confidential cash book). This confidential record are is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for all the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

~~7.8. Before employing interim staff, the council must consider a full business case.~~

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/~~Welsh Assembly Government~~ (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the ~~Chairman of the council at the same time as one is issued to the Clerk /or RFO.~~

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

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

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

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

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

~~9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.~~

9.23. The relevant committee or council will review all fees and charges at least annually, following a report of the Clerk.

9.43. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance Committee council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

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

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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

~~9.10. Any income arising which is the property of a charitable trust shall be recorded separately and in accordance paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see [elsewith](#) -Regulation 16 below).~~

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

~~10.2. Order books shall be controlled by the RFO.~~

~~10.23.~~ All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. ~~*An individual~~ member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, ~~and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.~~

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk ~~and~~ RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d³, ³~~[insert reference of the council's relevant standing order]~~ and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk ~~/~~ ~~or~~ RFO shall obtain 3 quotations (priced descriptions of the proposed supply). ~~W~~ where the value is below ~~£3,000~~ and above ~~£19250~~ the Clerk ~~or~~ RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

j) Should it occur that 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, provided that the specification does not change, 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.

[12. Payments under contracts for building or other construction works]

[12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]

[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]

³ Based on NALC's Model Standing Order 18d ©NALC 2018

{12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.}

{13. Stores and equipment}

{13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.}

{13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.}

{13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.}

{13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.}

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No 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, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing 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).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing 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).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Clerk / RFO or appropriate committee. ~~the full council. In each case a report in writing shall be provided to council with a full business case.~~

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14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the ~~*Clerk /~~ RFO shall effect all insurances and negotiate all claims on the council's insurers. ~~in consultation with the Clerk.~~

~~{~~15.2. The Clerk ~~/~~ RFO shall give prompt notification to the ~~R~~finance Committee ~~of~~ of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.~~}~~

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15.3. The ~~Clerk /~~ RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The ~~Clerk /~~ RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to appropriate committee council at the next available meeting.

15.5. 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}~~ annually by the internal auditor council, or duly delegated committee.

16. ~~{~~Charities~~}~~

~~{~~16.1. Where the council is sole managing trustee of a charitable body the Clerk ~~and /~~ RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk ~~and /~~ RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.~~}~~

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk ~~{with the RFO}~~ shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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17.2. When considering any new activity, the Clerk ~~(with the RFO)~~ shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Finance Committee~~council~~.

18. Suspension and revision of Financial Regulations

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

18.2. The council may, by resolution ~~of the council 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 drawn up and presented in advance to all members of the relevant committee~~council~~ or council.

~~The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication. Date of next review May 2020~~November 2019