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
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 2010-2014 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 ibn 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.19.034 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.
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.

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.

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.

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.

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.

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.

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.

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.

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.
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 Administration 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
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
• 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
SH19/049 Thistles – work completed and added to the agenda – complete.
SH19/051 Additional Trough – letter sent to Severn Trent – ongoing.
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.
**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.
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.

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.

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.

To approve the payments list
There was no payments list.

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 is 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 minutes .............................................16th 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

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<td>DC/E07000083/PZVUXGQD0M600</td>
<td>Thu 24 Oct 2019</td>
<td>Thu 14 Nov 2019</td>
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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

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<td>DC/E07000083/PYC1ULQD0IU00</td>
<td>Tue 29 Oct 2019</td>
<td>Tue 19 Nov 2019</td>
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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

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<td>DC/E07000083/Q0G5VPQD0M600</td>
<td>Mon 04 Nov 2019</td>
<td>Mon 25 Nov 2019</td>
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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

<table>
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<td>DC/E07000083/Q0G61AQD0M600</td>
<td>Mon 04 Nov 2019</td>
<td>Mon 25 Nov 2019</td>
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</table>

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

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<td>Thu 07 Nov 2019</td>
<td>Thu 28 Nov 2019</td>
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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

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<td>Fri 08 Nov 2019</td>
<td>Fri 29 Nov 2019</td>
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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

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<td>Fri 29 Nov 2019</td>
</tr>
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</table>

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

<table>
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<td>DC/E07000083/Q0NB4WQD0M600</td>
<td>Fri 08 Nov 2019</td>
<td>Fri 29 Nov 2019</td>
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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

<table>
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<td>DC/E07000083/Q02OTMQDGQ601</td>
<td>Tue 12 Nov 2019</td>
<td>Tue 03 Dec 2019</td>
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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

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<tr>
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<td>Tue 12 Nov 2019</td>
<td>Tue 03 Dec 2019</td>
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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

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<tr>
<td>DC/E07000083/Q0YM0LQD0M600</td>
<td>Thu 14 Nov 2019</td>
<td>Thu 05 Dec 2019</td>
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</table>

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

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<td>Thu 05 Dec 2019</td>
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Observations:  
No objection
### P.19.226  Erection of a two storey side extension and single storey rear extension

<table>
<thead>
<tr>
<th>Letter reference</th>
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<tbody>
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<td>DC/E07000083/Q0LWSMQDGUH0L</td>
<td>Thu 14 Nov 2019</td>
<td>Thu 05 Dec 2019</td>
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</table>

**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

<table>
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<td>DC/E07000083/PEY4LMQDIT70X</td>
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<td>Mon 09 Dec 2019</td>
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**Observations:**

No objection

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

<table>
<thead>
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<th>Letter reference</th>
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<tr>
<td>DC/E07000083/Q10N2PQDGXV0E</td>
<td>Tue 19 Nov 2019</td>
<td>Tue 10 Dec 2019</td>
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</table>

**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
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
## Finance

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<td>254,744</td>
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## 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 | (517) | 130  |         |          |          |                       |                 |
| 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 | 1,646 | (3,362) |         |          |          |                       |                 |
| 230  | War Memorial | Income | 50     | 100    | 51     | (49)    |                       |                 |
|      | Expenditure  | 0      | 0       | 1,416  | 1,416  | 1,416   |                       |                 |
|      | Movement to/(from) Gen Reserve | 50  | 100 |         |          |          |                       |                 |

### Building & Moorings Income

| 2,884 | 17,108 | 19,601 | 2,493 |

### Building & Moorings Expenditure

| 1,705 | 20,392 | 56,856 | 36,464 | 13,194 | 23,270 |

Net Income over Expenditure

| 1,179 | (3,284) |

plus Transfer from EMR

| 0 | 0 |

Movement to/(from) Gen Reserve

| 1,179 | (3,284) |
### Finance Report for Full Council - November 2019

#### Month No: 8

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<th>To Date</th>
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### Watson Hall

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#### Staffing

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#### Grand Totals:-

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Continued on Page 2
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Total Payments 64,622.43
## 110 Staffing

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<td>4070</td>
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<td>Professional Fees</td>
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**Total Overhead Expenditure**

155,836 188,576  
**Staffing - Net Expenditure**

155,836 188,576

## 120 Finance

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<td>Sundries</td>
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**Total Overhead Expenditure**

64,391 74,410

**Total Income**

301,540 250

*Note: (-) Net Expenditure means INCOME is greater than EXPENDITURE*
<table>
<thead>
<tr>
<th>Centre</th>
<th>19-20 Budget</th>
<th>20-21 Budget</th>
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<tr>
<td><strong>200 Moorings</strong></td>
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<td>4460 Rates</td>
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<td>1,500</td>
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Note: (−) Net Expenditure means INCOME is greater than EXPENDITURE.

Continued on Page 3
### 230 War Memorial

<table>
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<td>War Memorial - Net Expenditure</td>
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### 300 Play Parks

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<tr>
<td>4600</td>
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<td>4610</td>
<td>Maintenance - Mitton</td>
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### 310 Spring Gardens

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<td>Water</td>
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<td>4560</td>
<td>Electric</td>
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<td>650</td>
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<tr>
<td>4590</td>
<td>Projects</td>
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<td><strong>10,650</strong></td>
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### 320 Gloucester Road

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<td>650</td>
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<td>4560</td>
<td>Electric</td>
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<td>400</td>
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*Note: (-) Net Expenditure means INCOME is greater than EXPENDITURE*
### Gloucester Road - Net Expenditure

<table>
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<th>Description</th>
<th>Current Year 19-20 Budget</th>
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### Cleaning & Consumables - Net Expenditure

<table>
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<td>Street Furniture &amp; Clock</td>
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<td>6,000</td>
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<tr>
<td>Emergency Plan/Adverse</td>
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### Planning - Net Expenditure

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<td>Comm &amp; Display Equipment</td>
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<td>Community Development</td>
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### Severn Ham

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<td>Commoners Grazing</td>
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<tr>
<td>Auction Fees</td>
<td>450</td>
<td>459</td>
</tr>
<tr>
<td>Weeding</td>
<td>2,500</td>
<td>1,000</td>
</tr>
<tr>
<td>Tree Conservation</td>
<td>5,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Ancillary Management</td>
<td>0</td>
<td>4,000</td>
</tr>
</tbody>
</table>

Note: (-) Net Expenditure means INCOME is greater than EXPENDITURE.
### Forward Budget Detail - By Centre

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

<table>
<thead>
<tr>
<th>Description</th>
<th>19-20 Budget</th>
<th>20-21 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>4885 Nesting Project</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>4890 Carver Knowles</td>
<td>2,250</td>
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<tr>
<td>4895 Cross Compliance Consultant</td>
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<td>510</td>
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<tr>
<td>4900 Conservation Advisor</td>
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<td>5,355</td>
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<td>4905 Footpath Repairs</td>
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<tr>
<td>4910 Severn Ham Compensation</td>
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<tr>
<td><strong>Total Overhead Expenditure</strong></td>
<td>35,201</td>
<td>31,869</td>
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<tr>
<td>1620 Hay Auction</td>
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<tr>
<td>1630 Single Payment</td>
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<tr>
<td>1640 Wayleaves</td>
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<tr>
<td>1700 Fishing Rights</td>
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<tr>
<td>1710 Natural England (HLS Payment)</td>
<td>22,248</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>37,633</td>
<td>37,328</td>
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<tr>
<td>Severn Ham - Net Expenditure</td>
<td><strong>-2,432</strong></td>
<td><strong>-5,459</strong></td>
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#### 600 Watson Hall

<table>
<thead>
<tr>
<th>Description</th>
<th>19-20 Budget</th>
<th>20-21 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>4195 Health &amp; Safety</td>
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<tr>
<td>4280 Events &amp; Services</td>
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<tr>
<td>4450 Maintenance</td>
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<td>4550 Water</td>
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<td>4560 Electric</td>
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<tr>
<td>4570 Gas</td>
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<tr>
<td>4590 Projects</td>
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<td>4950 Tudor Bar</td>
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<tr>
<td>4955 Bar Wages</td>
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<tr>
<td>4960 Equipment</td>
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<tr>
<td>4990 Sundries</td>
<td>1,166</td>
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<tr>
<td><strong>Total Overhead Expenditure</strong></td>
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<tr>
<td>1800 Watson Hall Income</td>
<td>15,000</td>
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<tr>
<td>1810 Leases</td>
<td>20,150</td>
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<tr>
<td>1820 Tudor Bar Income</td>
<td>1</td>
<td>30,000</td>
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<tr>
<td>1830 Events Income</td>
<td>1</td>
<td>10,000</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>35,152</td>
<td>60,135</td>
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<tr>
<td>Watson Hall - Net Expenditure</td>
<td><strong>-6,984</strong></td>
<td><strong>1,565</strong></td>
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</tbody>
</table>

**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

1. General
2. Accounting and audit (internal and external)
3. Annual estimates (budget) and forward planning
4. Budgetary control and authority to spend
5. Banking arrangements and authorisation of payments
6. Instructions for the making of payments
7. Payment of salaries
8. Loans and investments
9. Income
10. Orders for work, goods and services
11. Contracts
12. Payments under contracts for building or other construction works
13. Stores and equipment
14. Assets, properties and estates
15. Insurance
16. Charities
17. Risk management
18. Suspension and revision of Financial Regulations
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 £450,000;

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 (or 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 [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 Finance Committee not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than the end of November, 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 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 £2,500;
- a duly delegated committee of the council for items over £1,000;
- or the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items below £1,000.
- the Clerk, for any items in relation to the day-to-day running of the Council, Council’s buildings and public facilities, for any items up to £1,000;
- or the Clerk, for any items in relation to stocking the bar, up to £2,500 and for events up to £5,000.

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 *£10,000*. 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 (or finance 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 committee). The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. The total value 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 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
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 authorize 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 authorized 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 authorize 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 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/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 two members of council 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.

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 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 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.

6.10. 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.

6.11. 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 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...
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.

6.122. 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.

6.123. 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.

6.124. 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.

6.125. 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.

6.126. 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 ] [two members]. A
programme of regular checks of standing data with suppliers will be followed.
6.187. 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 £250 unless authorised by council or finance committee in writing before any order is placed.

6.188. 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.

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 payment 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 Committee].

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 for 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.

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

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance Committee 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 also with 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.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by 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 Regulations.

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).

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

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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 18[d][1], [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 / RFO shall obtain 3 quotations (priced descriptions of the proposed supply). Where the value is below £3,000 and above £10250 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].

8 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.

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 Finance Committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

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 by the internal auditor of the 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 / RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Finance Committee.

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 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.