



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS29 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

8th March 2023

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

Dear Councillor:

You are summoned to attend a Meeting of Bleadon Parish Council, to be held at The Coronation Hall, Coronation Road, Bleadon. BS24 0PG on Monday 13th March 2023 at 7pm, when the following business will be transacted.

Liz Shayler
Locum Clerk

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item LGA1972 Sch 12, paras 10(2)(b))*

- i) Members of the public.
- ii) Beat Managers report
- iii) Ward Councillor's report.

AGENDA

- 362.1. To receive Apologies for Absence (LGA 1972 s85 (1))
- 362.2. Declarations of Interests on any agenda item.
- 362.3. To approve and sign as a correct record the Minutes of the Parish Council meeting on Monday 13th of February 2023 (pages 4-8)
- 362.4. To receive the Clerks report/Exchange of information: Please note that the Council is unable to make any formal decision under this item.
- 362.5. To note the training and events available and agree any attendance.
 - i) ALCA e-learning on nimble £14 each [E-Learning Courses ALCA](#)
 - ii) Breakthrough communications training £30 [Communications Courses ALCA](#)
 - iii) Various finance training £30 [Finance Training ALCA](#)
- 362.6. To agree the following expenditure.
 - i) £95 for new defibrillator pads
 - ii) £207.60 for a replacement lamp on Old School Lane
 - iii) £16 a month to increase the email account capacity to 20GB (currently 16GB).

- 362.7. To discuss the following in relation to the Coronation (pages 9 - 11)
- i) To note the report from the Coronation Committee
 - ii) To earmark the £1000 coronation budget for the Jubilee Garden.
 - iii) To agree the closure of the carpark for May Day Fair & Coronation Big Lunch.
 - iv) To accept the contribution of £30 for a Coronation Tree and to agree a location.
- 362.8. To agree to reduce the amount of operational play inspections undertaken on the play area in the financial year 2023/24 (page 11).
- 362.9. To note the discharge of obligation with regards to the Public Notice for the re-gilding of the Church Clock, from the 12th of February 2023 and agree a way forward (page 11).
- 362.10. To note the Coronation Hall Committee meeting notes and agree the following (pages 12 & 13).
- i) To agree in principle to the erection of a name board on posts to signpost the Coronation Hall.
 - ii) To release the £4000 EMR held for the kitchen refurbishment.
- 362.11. To agree to allow Truespeed access to the open reach pole located on Coronation Road (page 14 & 15)
- 362.12. To note the new Annual Meeting of the Parish (10th April 2023) and agree any associated expenditure.
- 362.13. To note the resignation of the Village News Editor and agree a working group to review the editor's role and the Village News publication.
- 362.14. To agree the response provided to the questions raised in relation to the 2020/21 AGAR (pages 16 - 18).
- 362.15. To agree the response provided to the questions raised in relation to the 2021/22 AGAR (pages 19 - 21).
- 362.16. To note the internal auditors interim report (pages 22 – 27) and agree any recommendations (pages 28 & 29).
- 362.17. To agree review the Parish Councils accounts package for 2023 / 24 and agree a way forward (page 30).
- 362.18. To review the Parish Councils earmarked reserves and agree a way forward (page 31)
- 362.19. To agree the delay of the employment of a new Clerk until after the Parish Council election and extend the employment of the Locum Clerk and Finance Officer until after the exercise of public rights.
- 362.20. To approve the following documents:
- i) Standing Orders (pages 32 to 51)
 - ii) Financial Regulations (pages 52 to 66)
 - iii) Risk Assessment Policy (pages 67 to 73)
- 362.21. To authorise bills for payment for February & March (page 74).

- 362.22. To agree the following direct debits
- i 6 monthly allotment payment of £72.50
 - ii Monthly direct debit to opus for unmetered electricity supply.
- 362.23. To note the Parish Council's end of February's budget position and bank reconciliations (pages 75 – 80).
- 362.24. To note the North Somersets Electric Vehicle Strategy n-somerset.inconsult.uk/EV23 and agree a response.
- 362.25. To note the North Somersets Flood Risk Management Strategy n-somerset.inconsult.uk/flood and agree a response
- 362.26. To note and comment upon planning applications.
- i) **22/P/2741/FUL Woodlands Farm, Mearcombe Lane, Bleadon BS24 0NZ**
Erection of agricultural store building (retrospective) – Due to be determined by 10.03.2023
 - ii) **23/P/0007/MMA Land off Purn Way, Bleadon. BS24 0QF**
Minor material amendment to 21/P/0527/OUT (Outline application for the erection of 14no. dwellings, with access and layout for approval and appearance, scale and landscaping reserved for subsequent approval) for the variation of condition 4 (approved plans) and condition 5 (Site Access and Visibility Splay) to allow for a revised access/visibility splay.
 - iii) **23/P/0147/FUL 'Belle Vue', Roman Road, Bleadon. BS24 0AB**
Proposed Demolition of existing bungalow and erection of a two storey replacement dwelling.
 - iv) **23/P/0283/FUH 3, Shiplate Road, Bleadon. BS24 0NG**
Demolition of existing conservatory and proposed erection of a single-storey rear extension, replacement of existing bay window to the front elevation with a new box bay window and creation of additional hardstanding to allow access for EV charging.
 - v) **23/P/0408/FUL 'Woodrising' Hillside Road' Bleadon. BS24 0AA**
Proposed demolition of existing dwelling and erection of a replacement dwelling with ancillary and landscaping works.
- 362.27. To note planning decisions for information
- i) **22/P/3029/FUH Westleigh 2 Willow Drive Bleadon BS24 0PB**
Proposed erection of a single-storey front extension. **APPROVE**
 - ii) **22/P/2965/AOC Wallflower House 30 Coronation Road Bleadon BS24 0PG**
Discharge of Condition No.9 (Landscaping) and No.22 (Ecology Statement) on application 21/P/0786/FUL. **APPROVE**
 - iii) **22/P/0290/FUH 11 The Veale Bleadon North Somerset BS24 0NN**
Proposed erection of a single storey rear extension. **APPROVE**
- 362.28. Date of the next meeting –
Please note the following dates have been altered from the meeting schedule due to the Easter Bank Holiday and the May elections.
- Annual Meeting of the Parish 10th April 2023, 7:30pm at Jubilee Hall
 - Annual Meeting of the Parish Council 11th May 2023, 7:30pm at Jubilee Hall



MINUTES OF A MEETING OF BLEADON PARISH COUNCIL HELD IN THE CORONATION HALL AT 7pm ON MONDAY 13th FEBRUARY 2023.

PRESENT: Councillors: Kirsten Hemingway (Chairman), I D Clarke, Ann Davies, Sara Garrett, Graham Getty, Mary Sheppard and Gill Williams

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)
WARD COUNCILLOR: Cllr Terry Porter
MEMBERS OF THE PUBLIC: Eight

Before the meeting was convened, members of the public were invited to speak.

i) **Members of the public**

A resident asked why the North Somerset Active Travel Plan had not been advertised by the Parish Council and whether the Parish Council would be responding given the tight deadline.

ii) **Ward Councillor's report**

Cllr Porter gave a brief update / report on the following items.

- The consultation on revising the National Planning Policy Framework (NPPF) and what this might mean for rural communities.
- The bollards on the A370 and traffic calming measures including 20mph zones in neighbouring villages.
- North Somerset's Active Travel Plan and the importance of having a say.

He was thanked for arranging the signage at Purn Way.

Cllr Hemingway welcomed everybody. She thanked the previous Clerk for his work for the community and thanked members of the public for their patience during the transition to a new Clerk. She asked for their continued perseverance as the Parish Council moves forward.

The meeting was convened.

361.1. To receive apologies for absence (LGA 1972 s85 (1))

Apologies were received from Cllr Huw Boyce and District Councillor Mike Solomon

361.2. Declarations of interests

None received.

361.3. To agree the recruitment of a Locum Clerk for 10 hours a week until the appointment of a Clerk (page 3 & 4).

Resolved: To recruit Liz Shayler as the Locum Clerk for up to 10 hours a week at £25 an hour until the employment of a Clerk.

361.4. To approve and sign as a correct record the following Minutes of the Parish Council:

i) **Monday 14th of November 2022 (pages 5-9)**

Resolved: To approve the minutes of 14th of November 2022 with the following amendments.

- 357.1 and the addition of 'as she believed that the meeting was not legal. It was agreed to accept her reason for absence'.
- 357.2 removal of interests declared by Cllr I D Clarke.

The resolution was correctly proposed and seconded (unanimous)

ii) **Monday 12th of December 2022 (pages 10-13)**

Resolved: To approve the minutes of 12th of December 2022 with the following amendments.

- The anonymisation of residents in the minutes
- The removal of 'when he was going to receive a formal response to the objections that he had raised with the External Auditor. He also indicated that he would like to know.' And the addition of 'spoke at the meeting saying that he had submitted a number of questions in relation to the Annual Governance and Accountability Return (AGAR) which remained unanswered. The external auditor costs are in the region of £355 per hour and so he.'
- 358.3 The addition of 'Cllr Clarke assured Members that as far as she was aware she had never corrected the Clerk's grammar and had always been courteous in all exchanges.'
- 358.8 The addition of 'Authorised by Cllr Williams' below payments 123 – 135.
- 358.9 (i) 'Cllr Davies advised the Parish Council that they were more than happy for a display cabinet purchased for the Hall to display any public awards received within the Parish.'
- 358.9 (i) 'It was noted with thanks that the Committee had waved the hall hire fee for the Parish Councils Contactus Meeting'.

The resolution was correctly proposed and seconded (unanimous)

iii) **Monday 16th of January 2023 (page 14-17)**

Resolved: To approve the minutes of 16th of January 2023.

iv) **Monday 30th of January 2023 (page 18)**

Resolved: To approve the minutes of 30th of January 2023

The resolution was correctly proposed and seconded (unanimous with two abstentions)

361.5. To agree the recruitment of a Finance Officer for up to 7 hours a week at £18 an hour to complete the 2022 / 2023 accounts, facilitate the external audit, begin the new financial year and hand over to the new Clerk / RFO (page 19).

Resolved: To recruit Nina Flint as the Finance Officer for up to 7 hours a week at £18 an hour to complete the 2022 / 2023 accounts, facilitate the external audit, begin the new financial year and hand over to the new Clerk / RFO.

The resolution was correctly proposed and seconded (unanimous with one abstention)

361.6. To agree the process for hiring a new Clerk.

Resolved: To agree that Cllr Boyce, Clarke, Davies, Hemingway & Sheppard form a working party to recruit a new Clerk rather than use the personnel committee.

361.7. To ratify the responses provided to the questions raised in relation to the 2021/22 AGAR (pages 20 & 21 second response to follow).

The Council were informed that only one of the responses to the two set of questions raised in relation to the 2021/22 AGAR had been completed so they would only be considering the response contained within the agenda papers.

Resolved: To ratify the response contained within the agenda papers with the insertion of 21 in the subtitle of the letter and a check on the length of time the previous Clerk spent as a locum.

The resolution was correctly proposed and seconded (For: Cllrs Davies, Getty, Hemingway and Williams. Against: Cllrs Clarke & Sheppard, Abstention Cllr Garrett)

361.8. To authorise bills for payment for January (page 22).

Resolved: To agree the bills for payment to be authorised by Cllr Clarke & Cllr Williams.

361.9. To note the Parish Council's end of January's budget position and bank reconciliations (pages 23 – 30).

The Parish Council's end of January's budget position and bank reconciliations were noted.

361.10. To note and comment upon planning applications.

- i) 22/P/2741/FUL Woodlands Farm Mearcombe Lane Bleadon BS24 0NZ**
Erection of agricultural store building (retrospective)
- ii) 23/P/0007/MMA Land off Purn Way Bleadon BS24 0QF**
Minor material amendment to 21/P/0527/OUT (Outline application for the erection of 14no. dwellings, with access and layout for approval and appearance, scale and landscaping reserved for subsequent approval) for the variation of condition 4 (approved plans) and condition 5 (Site Access and Visibility Splay) to allow for a revised access/visibility splay.
- iii) 23/P/0063/AOC Bleadon Quarry, Bridge Road, Bleadon. BS24 0AU**
Request to discharge condition numbers 29, (Bat roosting), 30, (Updated ecology report), 32, (LEMP) and 44 (Foul drainage strategy) on application 19/P/0835/OUT.
- iv) 23/P/0074/FUH The Nook, Bridge Road, Bleadon BS24 0AU**
Proposed erection of a single storey front extension.
- v) 23/P/0147/FUL Belle Vue, Roman Road, Bleadon BS24 0AB**
Proposed Demolition of existing bungalow and erection of a two-storey replacement dwelling.

All applications were deferred until a site visit had been organised. Any suggested responses will be sent via email to Councillors. The Clerk to speak to Case Officers to request an extension where possible.

361.11. To note planning decisions for information

- i) 21/P/3433/FUL Land at Gorselands Roman Road Bleadon BS24 0AD**
Change of use of land to retain and allow existing campsite to operate independently of the Camping and Caravanning Club rules. **APPROVE**
- ii) 22/P/1923/AOC Bleadon Quarry Bridge Road Bleadon North Somerset BS24 0AU**
Discharge of condition No. 43 (programme of archaeological works) on application 19/P/0835/OUT. **APPROVE (discharge condition) (RDC)**

iii) 22/P/1993/FUL Woodlands Farm Mearcombe Lane Bleadon BS24 0NZ

Change of use of unlawful residential building to residential use and the change of use of the land from agricultural to residential use and change of use of workshop building to ancillary residential use in association with the main residence. **APPROVE**

361.12 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 13 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

Resolved – That the press and public be excluded from the meeting.

361.13 To discuss how the additional work for the 2021/22 financial audit is to be completed.

The Council discussed the additional work anticipated.

Resolved: That, in consultation with the previous Clerk, the new Finance Officer and Locum Clerk be asked to complete the additional work including a meeting with one of the complainants.

Resolved: That up to an additional 20 hours work for the 2021/22 financial audit be authorised. Any additional time needed will be required to go back to the full council.

The resolution was correctly proposed and seconded (For: Cllrs Davies, Garrett, Getty, Hemingway, Sheppard and Williams. Against: Cllr Clarke)

361.14 Date and Time of next meeting

Monday 13th March 2023 7pm Parish Council Meeting.

The Chairman closed the meeting at 9pm.

Bills for Payment - 29th November to the 11th October
Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
SO	Adrians Project Services	Contract Ranger Payment for Dec	£602.00		£602.00	144	337.7 (12)	The Parish Council
BACS	Opus Energy	Unmetered supply	£14.81	£0.74	£15.55	145	333.7 (7)?	
SO	Blue Spot Commercial Ltd	Public Toilet Cleaning	£218.66		£218.66	146	337.7 (11)	
BACS	Bruce Poole	Salary	£1,624.34		£1,624.34	147	361.8	
BACS	Microshade	Annual anti-virus software	£324.00	£64.80	£388.80	148	361.8	
BACS	KC Construction	Repair pipework at Bleadon Public Toilets	£78.00		£78.00	149	H & S	
DD	3 Business Solutions	Telephone	£14.82	£2.96	£17.78	150	333.8	
		Totals	£2,876.63	£68.50	£2,945.13			

The Parish Council have resolved to use the General Power of Competence as of the Tuesday 20th August 2019

Report on Village Coronation Committee

Meeting held on Monday 20th February 2023.

Present: Represent from the following organisations Bleadon Parish Council, The Church, The WI, Coronation Hall, The Youth Club.

After discussion the following were agreed:

1. **Friday May 5th** a safari supper for villagers. Details to follow.
2. **Saturday May 6th** Coronation Day will be kept free for families to enjoy the national events in their own homes.
3. **Sunday May 7th**
 - a) There will be a special church service at 10.15am on May 7th. All are welcome and the Brownies will be taking part with their handbells.
 - b) There will be a Bring your own Picnic Lunch to the Car Park Hall if wet at 12.30. Tables will be able to be booked. Details to follow.
 - c) There will be events for children in the playpark to include Jenga, parachute play etc. The Brownies will also perform. Details to follow.
 - d) A bar and live music will also be provided in the Coronation Hall and it is hoped that there will be dancing until 11.pm
4. **Monday 8th** the King has asked that we devote ourselves to volunteer work for the good of the community we are hoping that there will be:
 - a) A village litter pick. The idea is that there will be group leaders for identified areas of the village and every house in the village is asked to check and clear their own frontage if needed.
 - b) It is hoped that the big project will be the Jubilee Garden. The aim is to carry out the necessary repairs and replant and the suggestion is that the £1000 agreed by the Parish Council to be available for the celebrations should be used for this community project.
 - c). Another suggestion being considered is that there will be a best decorated garden competition. Details to follow.

The Youth Club will be mainly involved in organising the May Fayre on Monday May 1st. However, the bunting they will put up to decorate the village for this event will remain in place for the Coronation weekend.

Village Notice Boards and Face Book and the village website will keep villagers up to date with all arrangements as soon as they are confirmed.

**Bleadon May Day Fair
Organising Committee**

**King Charles
Coronation celebrations**



c/o Keith Pyke

Clerk to Bleadon Parish Council
Bleadon Parish Council
c/o Coronation Hall
Coronation Road
Bleadon BS24 0PG

Dear Chairman and Councillors,

On behalf of the 2023 Bleadon May Fair Organising Committee and the organisers of the King Charles Coronation Celebrations I request the parish council to grant us consent to close the Coronation car park to parked vehicles for the periods of the Bleadon May Fayre and the Coronation Big Lunch in early May this year.

May Day 1st May As in previous years we shall setting up stalls and marquees on the car park and play area. Installation will start at 07:00 on Monday 1st May. We would ask, therefore, that parked vehicles be prohibited after 19:00 on Sunday 30 April to avoid any problems with vehicles left on site. We should be finished on site by 19:00 on Monday 1st.

Coronation Big Lunch on Sunday 7th May. Weather permitting we shall be setting up tables from 12 noon. The Big Lunch celebrations to, hopefully, continue through to the evening. The car park to be closed to parked vehicles from 7am to 10pm on Sunday 7th May.

We will produce and display the appropriate advisory notices a few days before the events to give everyone plenty of warning.

As in previous years, we shall arrange litter clearing of the car park and play area on the day of the event itself. We shall endeavour, once again, to have all bagged rubbish generated removed at the earliest opportunity.

Thank you for supporting our community.

Kindest regards,

Keith Pyke

Bleadon Youth Club Secretary & Treasurer



Bleadon Youth Club
Registered Charity No: 304492

362.7 To discuss the following in relation to the Coronation

- iv) To accept the contribution of £30 for a Coronation Tree and to agree a location.

The Parish Council received a letter from a resident suggesting the planting of a walnut tree in the autumn to mark the coronation. The resident was happy to contribute £30 to the cost of the tree.

Suggestions for locations have included.

- Quarry development
- Purn Way bus stop

362.8 To agree to reduce the amount of operational play inspections undertaken on the play area in the financial year 2023/24

Having met with GB Sport (monthly operational inspections) and the Ranger (weekly visual inspections) then for the next financial year my recommendation would be that you only employ GB Sport every quarter for the operational inspections.

Your insurance requires weekly documented visual inspections and an independent annual inspection. The Ranger undertakes the weekly visual play inspections and he is prepared to fill in a play inspection form as evidence that the inspections are being undertaken. The operational inspections are used for the longevity of the equipment e.g. spotting if a link is wearing / rusting.

Currently you are paying GB Sport to report any issues and by the time you have had the opportunity to do anything about it you would be paying them to report it again. This would save you about £200 a year which you would then be able to put towards repairs without compromising safety.

362.9 To note the discharge of obligation with regards to the Public Notice for the re-gilding of the Church Clock, from the 12th of February 2023 and agree a way forward.

The discharge of obligation with regards to the public notice has been received. Allowing the works to the Church Clock to be undertaken. I currently have a quote received for £13,559 from Smith of Derby but have come across no others. Given the quote was dated 21st June 2022. I will write to them to ask them to requote. Meanwhile I will investigate whether there are any other companies who do similar work - although given how specialist this is then I can't imagine that there will be many.

Coronation Hall Committee Meeting 16 February 2023

REPORT of Cllrs. A Davies and M Sheppard arising from the above meeting.

1. **External Hall Advertising**

The CHC would like to erect a permanent attractive name board on posts, visible from the road. If BPC agrees in principle, the CHC will source the options for BPC's approval.

2. **Exterior Lighting**

An external sensor light is needed for the front right-hand corner of the Hall (where you step off the carpark onto the walkway in front of the Hall). Quotes from an electrician are required for the supply and fitting of a light for BPC to make a decision.

3. **Trip Hazard**

The tarmac of the walkway in front of the Hall is being lifted caused by tree roots. This is dangerous and needs to be rectified as a matter of urgency. The Hall caretaker has already tripped. The lack of light (see 2 above) exacerbates the danger. Quotes to make the walkway safe are urgently required. In the meantime, should BPC erect signage warning pedestrians of the uneven tarmac?

4. **Damp in storeroom**

The storeroom (off the Coronation Hall) is excessively damp. The CHC is seeking advice and quotes from damp proofing specialists. If it transpires the problem is being caused by a structural issue, the CHC may look to BPC for a contribution to the cost. This will need to be negotiated if and when it arises.

5. **History of Bleadon Presentation – 11 March 2023**

Les Masters and Penny Robinson are hosting this event with many photographs. Tickets are available from the Post Office.

6. **Kitchen Refurbishment**

Work is progressing well and looking good. A reminder that BPC holds £4,000 in an EMR as a contribution to the cost.

7. **Dog Waste**

The Village Ranger deposits circa 20 bags a fortnight of dog waste in the CHC rubbish bin which makes the bin too heavy for the caretaker to safely trundle down to the kerbside on collection day. Historically, a specific dog waste collector was paid by BPC to remove the dog waste but it is believed that company no longer exists. After much deliberation the CHC could not come up with an alternative arrangement. The CHC is going to enquire of neighbouring Parish Councils to find out how they deal with this issue.

It must be borne in mind that BPC pays 40% of NSC's charges for refuse collection.

8. **Tree between Coronation Hall and adjacent property**

This tree needs lopping as it is encroaching upon the adjacent property and has wound itself back round resulting in a branch sitting on the Coronation Hall roof. A CHC member has offered to lop the tree free of charge.

9. **Gutters**

These need clearing. They are full of debris causing overflows. BPC to arrange.

10. **Vent in apex**

It was spotted by a CHC member that there is a vent in the apex of the front of the Coronation Hall. It doesn't look from ground level whether the vent is capped. If not, this could be the cause of the damp behind the stage. BPC will need to decide whether to inspect the vent.

11. **Coronation weekend 06 – 08 May and May Fayre 31 May**

Two residents (believed to be WI representatives) have met with Keith Pyke regarding the above events. CHC, BPC and PCC were not invited to the meeting. CHC is going to arrange a meeting of all the parties.

Items from previous meetings which need to be pursued by BPC

(Noted here as an aide memoir)

12. Re painting car park markings – Cllr. Getty had provided an image of the carpark. The CHC considered the suggestion that one of the bays (front left hand corner of Youth Club) be removed. The CHC do not agree on the basis that (1) all the current bays are essential for when the Halls and the Youth Club are in use at the same time; and (2) it is not believed the existence of the bay impedes other vehicles manoeuvring. Decision to be made by BPC and quotes obtained.



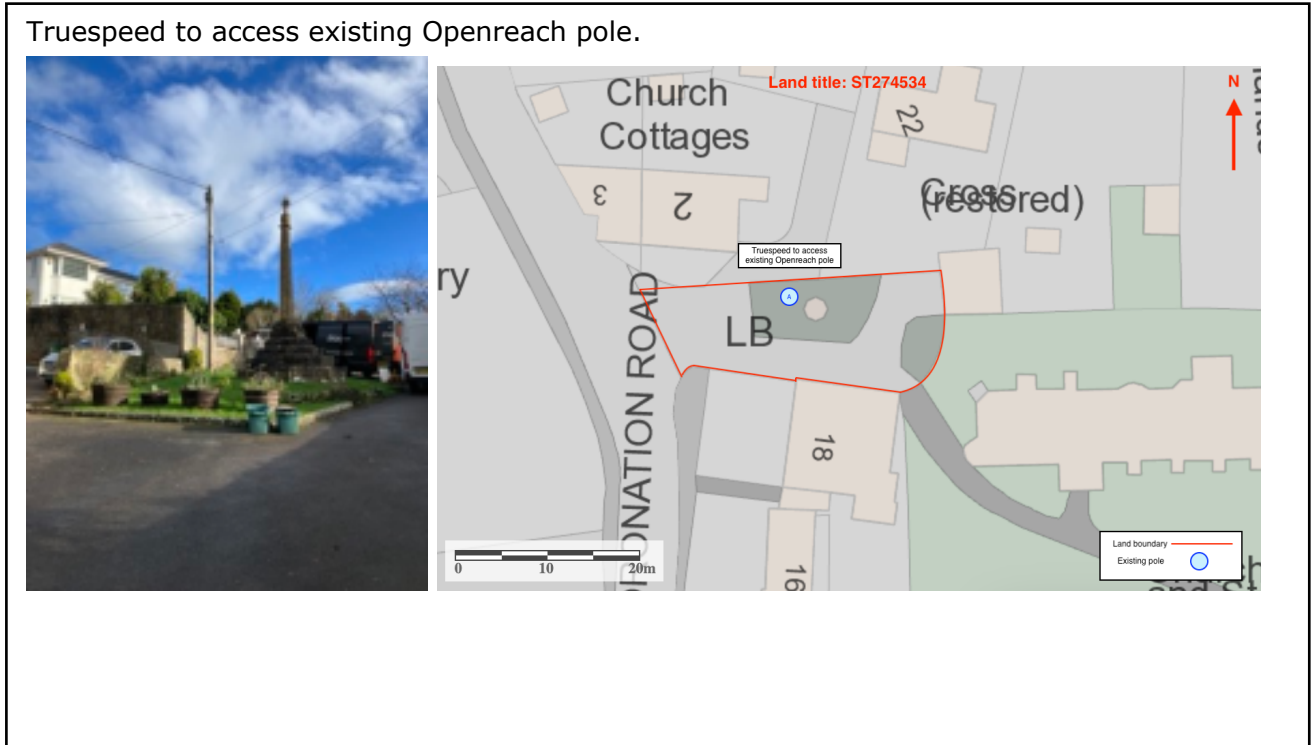
13. Jubilee Garden – Agree how to proceed

14. Community Display Cabinet

Agreement for access to Land on the East side of Coronation Road, Bleadon, Weston-Super-Mare to access existing telecommunications infrastructure.

This agreement is between us, **Truespeed Communications Limited** (incorporated and registered in England and Wales with company number 09187893 whose registered office is at Pinesgate West, Lower Bristol Road, Bath BA2 3DP), and **you**, the owner/ occupier of the Property.

We request your permission for access to the Property to allow us to access the existing telecommunications infrastructure on the Property (the "**Existing Infrastructure**") in order to connect our own telecommunications apparatus to the Existing Infrastructure. We propose to access the Property on our standard terms and conditions overleaf.



The Grantor

I grant Truespeed, and its representatives the right to access the Existing Infrastructure at the Property on the terms and conditions stated overleaf.

Full name:

Contact Address:

Date:.....

The Operator

Signed for and on behalf of Truespeed Communications Limited

Full Name:

Date:

Standard Terms and Conditions

- 1) You confirm that you are the freehold owner/long leasehold owner of the Property and that you don't require the consent of any person to enter into and give effect to this agreement.
- 2) You grant us access onto the Property to inspect, install, operate, maintain and upgrade our apparatus and/or the Existing Infrastructure on the Property for the period of 25 years from the date of this agreement.
- 3) We will endeavour to provide you with reasonable notice of any date on which we intend to access the Property. What constitutes "reasonable notice" is in our discretion and will take into account our business and technical needs and the extent of the access which is required.
- 4) We will take all reasonable care when on your Property to avoid any damage to the Property, and we will rectify any damage we inadvertently cause.
- 5) We will cover you against third-party liability (other than any indirect or consequential loss) arising out of us failing to keep to this agreement or being negligent in carrying out our rights under this agreement up to [£10,000,000 (ten million pounds)] as long as you tell us about any claim as soon as possible, do not agree or settle any claim without first getting written permission from us or our insurers, make reasonable efforts to reduce your losses, and allow us to defend any third-party claims in your name at our cost.
- 6) Nothing in this agreement will prevent or restrict you from altering or developing any part of your Property but you must give us reasonable notice if you plan to carry out any work which is likely to make it more difficult to access the Existing Infrastructure.
- 7) You must not do anything that interferes with our access to, or interferes with the operation of our apparatus on the Existing Infrastructure.
- 8) The Existing Infrastructure will remain the property of the relevant telecommunications operator and any telecommunications apparatus we install on the Existing Infrastructure will remain the property of Truespeed (both while this agreement is in force and after it ends).
- 9) Any notice you send to us must be in writing and sent to our registered office.
- 10) This agreement is governed by English law.
- 11) This agreement is entered into pursuant to the Electronic Communications Code set out in Schedule 3A to the Communications Act 2003 Code ("the Code").
- 12) We may transfer or share the benefit of this agreement and any rights it provides with other operators (as defined in the Electronic Communications Code). Where we refer to 'us' or 'we' in this agreement, this also includes anyone we transfer the rights to or share the benefits with.
- 13) You may terminate this agreement by giving us no less than 18 months' prior written notice if a) the Existing Infrastructure is being relocated to facilitate the redevelopment of the Property because such redevelopment cannot reasonably be carried out without the relocation of the Existing Infrastructure or b) there have been substantial breaches by us of our obligations under this agreement.



BLEADON PARISH COUNCIL

Coronation Hall,
Coronation Road,
Bleadon, North Somerset. BS24 0PG
parishclerk@bleadonparishcouncil.org.uk
www.bleadonparishcouncil.co.uk

14th March 2023

Head of Challenge
PKF Littlejohn LLP

Dear

Re: Bleadon Parish Council – Objections raised to the 2020/2021 AGAR –

Herewith the Parish Council's response to the undermentioned objections raised.

Objection 1: The Council's provision for the exercise of public rights

Arrangements were made for the objector to exercise their rights under the Public Right of Inspection. The objector met with two Councillors on the 30th June 2021 but the Clerk as the Responsible Finance Officer (RFO), was not present. The Councillors were unable to answer the questions asked. The objector then emailed the Clerk with a series of questions on the 22nd of July 2021 at 12:14pm and then at 12:28pm filed a complaint in relation to the AGAR.

For the Public Rights of Inspection 2022/23 the Clerk / RFO will be available to answer any questions raised.

Objection 2: The Council's tendering processes during 2020/21

Tender documents exist within Parish Council files for the toilet cleaning, grass cutting and village ranger. The following prices were received and presented to the Parish Council on November 12th 2020:

- Three prices for grass cutting
- Two prices for toilet cleaning
- One prices for the Ranger contract

Accepted were:

- Grass cutting at an annual cost of £4000.00
- Toilet cleaning at an annual cost of £1674.00
- Ranger contract at an annual cost of £6720.00

Financial regulations were complied with in relation to the grass cutting and toilet cleaning and 11.1 (h) states: *'When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.'*

However, only one tender was obtained for the Ranger contract, but no explanation as to why non-compliance with financial regulations was being recommended; and the contract was approved.

In relation to the Editor post.

- The Parish Council were informed of a volunteer vacancy in Jan, Feb, March & June 2020.
- In July 2020 (minute 334.4 vi) the Parish Council were informed that an editor had agreed to produce the September issue for £350.
- In September 2020 (minute 335.7 (5)) the Council were asked to regularise the appointment of the Editor. It was resolved that 'the Chairman of the Personnel Committee Councillor Andy Scarisbrick, together with Councillors Ann Davies and Rob Tyson, would form a working party in order to generate "Heads of Agreement" for recommendation to the Parish Council at the October Parish Council Meeting'.
- In October (minute 336.4 ix) it was noted that a report from the Working Group had been circulated just a couple of days before the meeting. It was agreed that the said report would be placed on the November Agenda for acceptance of the recommendations set out in the report.
- On November 16th (minute 337.7 vi) the council received a report from the Working Party in respect to the Editorship of Bleadon Village newsletter. They resolved to accept the recommendations contained therein. Resolved that the circulated Report and the Terms of Reference be accepted in its entirety. There are no appendices to the minutes clarifying what was agreed.

The first payment was made to the editor in September 2020 (minute 335.8). A contract exists which runs from the 1st November 2020.

Objection 3: The Council's grant awarding procedures

According to the 2020/2021 account statements there was one grant awarded to the Covid Group for £100. The Parish Council at the meeting of the 8th June 2020 (minute 337.8) agreed a retrospective £100 grant. These were exceptional circumstances due to Covid and the Parish Council had been unable to meet since March 2020.

The Parish Council also agreed to consider for transfer £1000 from the Small Business Grant received from North Somerset (see 8th June 2020 minute 337.9). There is no evidence that this was revisited, but £1000 was then earmarked from the Small Business Grant to Covid Group earmarked reserves, which still exists in the 2022/23 earmarked reserves. At the end of the financial year this will be reviewed with a view to closing this, as requested by the Covid Group.

Confusion exists within Council as to whether Bleadon in Bloom is a Parish Council run initiative or an independent entity.

Either: Given they receive grants and income from additional sources, which don't go through the Parish Council, then it is assumed that they are independent. As such, in the new financial year 2023/2024, any money budgeted for them will be accessed using the grant application form.

Or: From the financial year 2023/24 Bleadon in Bloom will be run as a Parish Council Working Group. Working groups will be organised with terms of reference, agendas and notes. All income raised will be paid to the Parish Council and earmarked in reserves. Work that the group undertake will be agreed by the Parish Council and supported by risk assessments, public liability insurance, information sharing agreements (work undertaken by third parties), CRB checks (if working with young people) etc. in line with best practice for Parish Council working groups.

Commented [LS1]: The PC will need to decide which is true.

Objection 4: The lack of transparency including failure to publish required information and use of working groups.

Currently the working groups established have no formal agenda or notes for the meetings held. Any reports are presented verbally to the Parish Council on the night of the meeting. The Parish Council Standing Orders do not cover working groups.

As of February 2023, agenda papers are attached to the agenda and will be published on the Parish Council website three clear days before a meeting. A hard copy will also be available for those without internet access. These will include a monthly budget update and correct bank reconciliations.

For the Financial Year 2023/24 it will be recommended to Council that their Committee and Working Party structure is reviewed and terms of reference put in place for each and that working parties be added to standing orders. The terms of reference for working parties to include agendas and notes, which are then passed to the full Parish Council meetings as part of the agenda papers for noting and agreeing any recommended works.

Objection 5: The asset register that supports Box 9

It is acknowledged that the asset register was incorrect and therefore restated. However, it is currently being reviewed in relation to legal advice obtained in reference to the Coronation Hall and will be restated on the 2022/23 AGAR.

Objection 6: The Council's reserves

There is current confusion as to what and why some of the earmarked reserves are held. For the 2023/24 financial year there will be a review of the earmarked reserves.

Kind Regards

Mrs Liz Shayler (CiLCA)
Locum Parish Clerk



BLEADON PARISH COUNCIL

Coronation Hall
Coronation Road
Bleadon.
North Somerset. BS29 0PG
parishclerk@bleadonparishcouncil.co.uk
www.bleadonparishcouncil.co.uk

14th March 2023

Head of Challenge
PKF Littlejohn LLP

Dear

Re: Bleadon Parish Council – Objections raised to the 2021/2022 AGAR –

Herewith the Parish Council's response to the undermentioned objections raised.

Objections 5 and 6: The Council's governance and controls around the trust funds and assets that it has responsibility for and the inclusion in the AGAR figures of the Bleadon Children's Play Area income and expenditure during the year.

Some confusion seems to exist within the Council in relation to their responsibilities as Sole Trustees and Custodian Trustees.

The Council hold the play area as a charity (Bleadon Children's Playground 304491) and are therefore sole trustees with the day-to-day management being correctly undertaken by the Parish Council. The trust itself has no money and so therefore all expenditure goes through the Parish Council accounts. However, currently no properly constituted trustee meetings take place which the Council undertake to do in 2023/24. They will also create a separate cost code within the Parish Council's accounting package, which will enable the day to day receipts and payments to be clearly identified and reported to the Playground Trust.

In relation to the Coronation Hall the Parish Council are custodian trustees (as evidenced by the Trust Deed dated 1938). The Trust Deed declares that as from the date of the Deed the Council holds the land on Trust for the Charity. The land, the subject of the Trust, therefore passed from the ownership of the Parish Council as local authority to that of the Parish Council as custodian Trustee. The relevant property is therefore held in the Charity and is not an asset of the local authority.

A document 'Agreement for the Protocol for the Management of The Coronation Hall Bleadon' (dated 2010) exists, which the Council have been following. It incorrectly identified that the Parish Council should be undertaking all external maintenance and meeting the cost of the building's insurance. Whilst it is possible that the local authority and the charity can enter into any arrangement that they consider to be in the interests of the Charity any expenditure incurred by the local authority is in effect a grant to the Charity. As such in 2023/24 the Coronation Hall's Management committee will be asked to fill in a grant application form.

Only the Managing Trustees are registered at the Charity Commission and only the Managing Trustees have to have a bank account for income and expenditure and, as such, are the only ones who will complete the charities annual return. The Custodian Trustee only needs a bank

1 | Page

account if there are capital funds, such as proceeds from the sale of land, insurance proceeds from the destruction of a capital asset., etc The Custodian Trustee will only need a meeting if they are requested to do something by the Managing Trustees.

Objection 8: The Council's failure to make the grant awarding process transparent.

According to the 2021/2022 account statements there were no grants awarded. However, given the statement above in relation to the Coronation Hall and also the Youth Club then the current grant application process will be used from April 1st 2023. The redacted application form will be made publicly available, as part of the agenda papers, and these grants will then be reported within the accounts.

Confusion exists within Council as to whether Bleadon in Bloom is a Parish Council run initiative or an independent entity.

Either: Given they receive grants and income from additional sources, which don't go through the Parish Council, then it is assumed that they are independent. As such, in the new financial year 2023/2024 any money budgeted for them will be accessed using the grant application form.

Or: From the financial year 2023/24 Bleadon in Bloom will be run as a Parish Council working group. Working groups will be organised with agendas and notes. All income raised will be paid to the Parish Council and earmarked in reserves. The work they do will be agreed by the Parish Council supported by risk assessments, public liability insurance, information sharing agreements (work undertaken by third parties), CRB checks (if working with young people) etc, in line with Parish Council working groups best practice.

Commented [LS1]: The PC will need to decide which is the correct paragraph.

Objection 9: An application by the Council for grant funding without Council approval.

As above

Objection 12: Payments of some invoices in advance of Council approval.

Currently any budgeted / agreed contract spend is considered as having already being approved by the Parish Council.

As of February 2023, all monthly payments, regardless of whether they are contracted, budgeted or minuted spend are now being reported to every Parish Council meeting. Standing orders have been cancelled and replaced by BACs payments to allow more transparent comparison with the invoices. All invoices will be checked against the monthly published 'Bills for Payment Schedule' by a Councillor prior to a full Parish Council meeting.

Objection 13: Poor management of the various contracts that the Council is party to, as well as the lack of transparency of these contracts.

Currently contract amounts are agreed at Council. However, due to an oversight, one contractor was being paid above the agreed contract price. However, this has now been rectified and a credit paid back to the Parish Council with the new monthly figure, based on the original quote, agreed.

Most contracts are not published by the Parish Council on the website. The only requirement under the ICOs Publication Scheme is the name of contractor awarded to which contract and the value of contract, all of which are available in the Parish Council minutes.

Objection 14: The Box 9 figure which you assert is based on an incomplete asset register. It is acknowledged that the asset register should have included the nine tablets and mobile purchased in 2020 as part of the asset register. It is currently being reviewed in relation to legal advice obtained in reference to the Coronation Hall, carpark / Youth Club land and will be restated on the 2022/23 AGAR.

Objections 15, 16 and 17: The Council's failure to manage its earmarked reserves adequately; the Council's budget setting and budget monitoring processes; and the lack of transparency of the Council's income, expenditure and reserves.

Currently ear marked reserves and the budget are reported to Council quarterly, as part of their agenda papers. The agenda papers are not made public as there is no requirement to under the Transparency Code 2015. As of February 2023 agenda papers are now attached to the agenda and will be published on the Parish Council website three clear days before a meeting. A hard copy will also be available for those without internet access. These will include a monthly budget update and correct bank reconciliation.

There is current confusion as to why some of the earmarked reserves are held. For the 2023/24 financial year there will be a review of the earmarked reserves and movement of the Community Infrastructure Levy into earmarked reserves.

Payments for invoices are authorised /noted by the Parish Council as a statutory body whether this be budgeted, invoiced or minuted spend. Therefore, the authorisation of a particular invoice is undertaken by an individual on behalf of the statutory body. It is therefore immaterial whether the organisation of one of the individuals authorising the payment is one of the recipients (unless it is a disclosable pecuniary interest). Best practise suggests that it should be individuals not involved with the organisation. However, in practice, the number of signatories on the bank mandate may make this impractical.

As of February 2023, all monthly payments, regardless of whether they are contracted, budgeted or minuted spend are being reported to every Parish Council meeting.

From the 1st April 2023 the cost centres and cost codes will be changed to better reflect the income and expenditure incurred by the Parish Council. Cost codes for related items will be placed under a single cost centre. Presently the Village News is spread over three cost codes within four different cost centres. In the 2023/24 accounts this will be a single cost centre which will allow the Council and residents to clearly see the income and expenditure related to the Village News.

Kind Regards

Mrs Liz Shayler (CiLCA)
Locum Parish Clerk

Bridget.C.Bowen FCA
86 High Street
Weston
Bath BA1 4DD

Tel: 07465 416597

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Mrs E Shayler
Locum Clerk to Bleadon Parish Council
Coronation Hall,
Coronation Rd,
Bleadon BS24 0PG

5 March 2023

Dear Liz

BLEADON PARISH COUNCIL

Internal audit report - Year ended 31 March 2023

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

I am bound by the ethical guidelines of the Institute of Chartered Accountants of England and Wales. I confirm that I am independent of the Council.

The internal audit work I have carried out has been planned to enable me to give my opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2022-23 Annual Governance and Accounts Return.

I have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2022
- The Accounts and Audit (England) Regulations 2015 (as amended).

I was appointed as internal auditor to the Parish Council on 9 May 2022.

My first internal audit review for 2022-23 was undertaken remotely in February-March 2023.

Background

Bleadon Parish Council has income and expenditure of between £50,000 and £100,000 and is subject to review by the external auditor, PKF Littlejohn. The 2021 and 2022 external audits have not yet been completed.

The Council is the sole managing trustee of Bleadon Children's Playground.

The Council's accounting records are maintained on RBS Alpha.

The Clerk resigned at the end of January 2023. Liz Shayler has been appointed as locum clerk.

Internal audit checks

I have undertaken a series of audit tests on the Council's financial records, vouchers, documents, minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out during the review.

During this visit I checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Precept income
- Expenditure
- VAT claims
- Payroll
- Insurance
- Budgets and reserves
- Sole managing trustee
- Transparency
- Public Rights
- Action taken on the recommendations in prior report

Findings

Details of good practice noted, my recommendations and other matters to be brought to the Council's attention are set out below.

Good practice noted at this review

- The Clerk was CiLCA qualified
- The Locum Clerk is CiLCA qualified
- The Council maintains its books and records on RBS software
- The Council's Standing Orders and Financial Regulations are reviewed regularly and are tailored appropriately for the Council
- The Council has appropriate policies in place
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Details of payments authorised at meetings are recorded in the minutes
- The payroll is operated by an independent external payroll provider

Good practice continued

- All employees have contracts of employment
- The budgeting process is detailed and thorough and monitored throughout the year
- VAT claims are made regularly
- Adequate insurance is in place

Recommendations

Minutes of meetings

- The total amount of expenditure approved at the meeting is recorded in the minutes.
- The minutes of Full Council meeting on 13 June 2022 indicate that my internal audit report dated June 2022 and its contents were noted by the Council. It has been brought to my attention that Councillors may not have been given the opportunity to properly consider the contents and recommendations set out in that report. Council should ensure that it has sight of all internal and external audit reports and ensure that proper action is taken on any recommendations made. Council must ensure that the minutes accurately reflect the information considered by the Council.
- The hard copy of the minutes of the Full Council meeting on 13 June 2022 in the minute book have not been signed as being approved, and each page has not been initialled. These minutes are incorrectly headed as being the minutes of a meeting on 13 July 2022, when the meeting was on 13 June 2023.

Policies and procedures

- Standing Orders and Financial Regulations and other policies were in the process of being reviewed from May 2022 onwards. A review of the minutes indicates that this process was not completed and the policies have not been re-adopted by the Council in 2022-23. Standing Orders and Financial Regulations should be formally reviewed and updated as necessary at least every three years.

Bank and cash

- Throughout the period from 1 April 2022 to 31 January 2023 BACS payments and direct debits continue to regularly appear on bank reconciliations as reconciling items. This is because these transactions are not being correctly dated in the cash book. This has been noted in my reports for the last two years.
- Cheques should be recorded in the cash book as the date they are written. Direct debits and Standing Orders should be recorded in the cash book as the date they clear the bank. BACS payments should be recorded in the cash book on the BACS authorised transfer date as recorded on the BACS authorisation form, even if the actual payments should leave the bank on a different day. Only on very rare occasions would this be different to the date that the BACS payment leaves the bank. The only reconciling items on the bank reconciliation should be un-presented cheques and amounts paid into the bank that have not appeared on the bank statement yet. BACS payments and Direct Debits should never appear as reconciling items.
- All cheque book stubs should be initialled by persons who sign the cheques, at the same time as the cheques are signed as evidence that the signatories have checked that the cheque stub accurately records the details of the cheque.

Income and expenditure

- The Council must ensure that it has sight of all supporting documentation, and that documentation is checked before payments are approved and released from the bank. I understand from the former Clerk that Councillors have sight of supporting documentation for all payments before authorising them for payment, including salaries. Evidence of approval of invoices should be obtained, either by email, the initialling of the invoices or some other method if more practical. I understand that this is obtained but I did not specifically request this evidence and I have not been provided with any examples for this internal audit review.
- My test of a sample of payments back to supporting documentation and vouchers indicated that a credit with PATA payroll services in September 2022 (Voucher 98) was paid by the Council. A review of subsequent invoices from PATA (Voucher 124) indicate that the credit and overpayment may not have been carried forward correctly. The Council should investigate this with PATA and ensure it is not being overcharged.

Payroll

- The clerk's pay rate should be reviewed to ensure that incremental increases have been properly applied.

Risk assessment and insurance

- The Council should review, update and adopt the risk assessment before 31 March 2023.
- The Council should formally consider the level of insurance required annually when it is renewed, to ensure it remains adequate. This applies even when there is a three year deal in place.

Asset register

- It has been brought to my attention that assets that do not belong to the Council, but to which the Council is custodian trustee, may be included on the asset register. The Council should investigate this and amend the asset register if necessary. If it becomes apparent that the 2022 asset figure on the AGAR was incorrect, that should be restated to the correct figure on the 2023 AGAR.

Sole managing trustee

- The Council should locate the trust deed to ensure it is meeting its responsibilities as trustee.
- The Council must ensure it meets as the trustee of the Bleadon Children's Playground Charity as required.

Action taken on the recommendations in previous reports

- The former clerk has confirmed that action has been taken on prior recommendations, however transactions continue to be recorded as occurring on the wrong date in cash book, and this is not being rectified when the issue is highlighted in the bank reconciliations.
- One of the matters noted in my June 2022 report was that the bank reconciliation at 31 March 2022 had been carried out incorrectly using the balance on the bank statement at 1 April 2022, not 31 March 2023. The cash book balance on the reconciliation that was included in Box 8 on the 2021-22 AGAR was correct. I stated that the bank reconciliation should be corrected. This was not done and the reconciliation submitted to the external auditor remained uncorrected.

Other matters to be brought to the Council's attention

- There are no other matters to bring to the Council's attention.

Conclusion

Based on the tests I have carried out at this internal audit review, I am unable to provide as conclusion as to whether or not the internal control procedures in operation are adequate in all significant respects, to meet the needs of Bleadon Parish Council.

I will provide a conclusion when I have been able to undertake further testing, and when the Council has taken action on the recommendations in this report.

Next visit

The next internal audit review has been arranged for 6 June 2023. If possible I would like to visit and complete my review with the locum clerk or clerk in attendance.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Income other than the precept
- Expenditure
- Risk assessment
- Asset register
- Action taken on the recommendations in prior report
- Year end checks

Next Steps

This report should be noted and taken to the next meeting of the Parish Council. The Council should decide what action will be taken on the recommendations I have made.

Kind regards

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Bridget Bowen', written in a cursive style.

Bridget Bowen FCA

Internal auditor

Internal Audit Action Plan

Recommendation	Comment	Date to be completed
Interim Internal Audit 2020/21		
The total amount of expenditure approved at the meeting is recorded in the minutes.	Completed for payments brought before Council. All monthly expenditure budgeted, minuted and contracted to be brought to Council	March 2023
Update Financial Regulations to include BACS payments.	Completed	
Monthly Bank reconciliations (last day of the month) signed and dated by the Clerk.	Ongoing	Feb 2023
Quarterly bank reconciliations for checking by a Councillor signed and dated.	Ongoing to be signed by a Councillor	March 2023
Ensure cash book shows when Direct debits and Standing Orders leave the bank, Cheques, BACS when they are authorised to leave the account.	Ongoing	Feb 2023
Ensure cash book is correct when recording whether transaction is BACS/Bank payment/ Standing Order/ Direct debit / Cheque.	Ongoing	Feb 2023
Councillors to see all supporting documentation before authorising payments. Evidence they have seen the invoices should be documented.	Completed for payments brought before Council. All monthly expenditure budgeted, minuted and contracted to be brought to Council and checked prior to the meeting by a Councillor.	December 2020
Care should be taken that all VAT reclaimed is supported by a valid VAT invoice addressed to the Council.	Completed	
Ensure on 2020/21 AGAR Council has declared that it is not a sole managing trustee.	Completed	May 2021
Final Internal Audit 2020/21 (Additional Only)		
Ensure on bank reconciliations that BACS and Direct Debits are not included as reconciling items.	Ongoing	Feb 2023
Interim Internal Audit 2021/22 (Additional Only)		
Council to consider obtaining a debit card in its own name.	Completed	
Final Internal Audit 2021/22 (Additional Only)		
Ensure bank reconciliation are correct.	Ongoing	Feb 2023
Interim Internal Audit 2022/23 (Additional Only)		
Ensure all internal and external audit reports are viewed by Council and ensure that proper action is taken on any recommendations made.	Internal audits to be presented to the Parish Council as part of the agenda pack and published on the Parish Council website.	March 2023
Ensure minutes accurately reflect the information considered by the Council.	Removal of rolling agenda items and verbal reports leading to actions. Agenda items specific and minutes to show the resolutions of the Parish Council with brief background if necessary.	Feb 2023
Ensure all minutes are signed and dated correctly	Locum Clerk to check if authorised by PC and amend the date. Chairman to sign meeting minutes of the 13 June 2022.	March 23

Review Standing Orders and Financial Regulations and other policies.	Standing Orders and Financial Regulations presented to meeting on the 13 th of March 2023. Other polices to be agreed at the Annual Meeting in May 2023.	March 2023
All cheque book stubs should be initialled by persons who sign the cheques, at the same time as the cheques are signed as evidence that the signatories have checked that the cheque stub accurately records the details of the cheque	Due to cost of cheques to the Parish Council BACs to be used unless in exceptional circumstances. Invoices to be checked against 'Bills for Payment' schedule and either BACs / Cheque payments.	March 2023
The Council must ensure that it has sight of all supporting documentation, and that documentation is checked before payments are approved and released from the bank.	Bills for Payment schedule created for every Parish Council meeting. Before the meeting Councillor to check invoices against schedule and either BACs / Cheque payments.	March 2023
The Council should investigate this with PATA and ensure it is being overcharged.	Finance Officer to investigate PATA payment and credit.	March 2023
The clerk's pay rate should be reviewed to ensure that incremental increases have been properly applied.	Finance Officer to review payrate against contract.	March 2023
Review, update and adopt the risk assessment before 31 March 2023.	Risk assessment presented to meeting on the 13 th March 2023.	March 2023
Consider the level of insurance required annually when it is renewed, to ensure it remains adequate.	Locum Clerk to investigate level of current level of insurance before next renewal.	By end of June 2023
Investigate assets held by the Parish Council and amend the asset register if necessary. Restate if incorrect last year.	Locum Clerk to investigate asset register – may need extra-ordinary meeting for approval and then restate on 2022/23 AGAR if necessary.	By annual meeting May 2023
Locate trust deed to ensure Council is meeting its responsibilities as trustee.	Trust Deed located and checked. Parish Council is sole trustee.	March 2023
The Council must ensure it meets as the trustee of the Bleadon Children's Playground Charity as required	Hold Annual Trustees meeting following Charity Commissions regulations and guidelines.	By end of June 2023

362.16. To agree review the Parish Councils accounts package for 2023 / 24 and agree a way forward (page 26).

Over the years you have used two accounting packages

Rialtas & Scribe

Whilst it is recognised that Scribe is easier for Clerks and Councillors who don't have a background in finance then you currently have Rialtas. Given there is going to be a lot of research needed to make the accounts easier and clearer to read. Then my suggestion it to stick with Rialtas for the time being but upgrade to Omega. The Finance Officer uses Rialtas daily and is very familiar with alpha and Omega. Omega gives you better functionality and allows you to create invoices which are then more easily tracked for outstanding payments.

Currently you access Rialtas and Microsoft through Microshade which is a way of remote working. Whilst this is practical for larger town councils (sharing information and accessing lots of different software packages), I haven't found it necessary for councils of 1 /2 employees. Microsoft 365 is sufficient and allows you to share files and work remotely.

Microshade allows the Clerk to work from any device (the job comes with a laptop so do you need this?). However, it renders any device which hasn't got a separate Microsoft license useless when working offline. Whilst the Finance Officer could work remotely on the accounts this would be at an additional cost.

Proposal: Upgrade to Rialtas Omega for a year but remove it from the microshade platform and pay for a Microsoft licence.

		2022/23	2023/24
Rialtas	Alpha	£129	
	Omega		£270
	Asset Register	Cost to upload but not sure of annual cost	If charged suggest move to excel.
Microshade		£388.50	
Microsoft 365 Business			£112.80
	TOTAL	£517.50	£382.80

The new financial year will see a change to the cost centres and cost codes to provide more clarity to income and expenditure for budget items.

Earmarked Reserves

Earmarked reserves are amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. E.g. building up a pot for the refurbishment of the toilets which it would be difficult to precept for in a single year.

It is also used for money which has been awarded / given to the Parish Council and can only be used for a specific project e.g. the regilding of the clock or community infrastructure money (which has to be tracked separately through the accounts).

Earmarked Reserves	Current Budget	Comments	Proposed 2023/24
Staff Contingencies	£3,500.00	This should already have been built into your budget. Your budget should include approx. cost of officer, possible salary increment, overtime and possible % uplift. You have more than enough in your current budget.	£0.00
Pensions	£400.00	As above	£0.00
Election	£3,350.00	This is also in your budget. I suggest keeping it here and reallocating the £750 in the budget. Worst case scenario for Bleadon is £1197.39 for a contested election. Once a figure is sent from NS it can be taken from this pot.	£3,350.00
Special	£9,560.00	What is this?	
Church Grounds	£5,500.00	Church wall?	£5,500.00
Contingency	£1,533.00	Contingency is your general reserves	£0.00
Coronation Hall	£4,000.00	Kitchen has almost been completed so transfer	£0.00
Celtic Way Shelter	£0.00		£0.00
Bleadon in Bloom	£0.00	It has been suggested that the PC currently hold money for B in B from a grant. This needs to be investigated and earmarked if correct.	
Neighbourhood Plan	£2,711.00	This needs to either be paid back or a conversation as to whether it can be used for alternatives as proposed by a village plan e.g. ecological survey	
A370	£1,000.00	What is this?	
Bleadon Childrens Play Area	£2,000.00	Assumed that the Parish Council are saving for something.	£2,000
Village Celebrations	£0.00		£0.00
Village Covid Group	£900.00	The Covid Group has requested that this is closed. The total income and expenditure needs to be investigated. As it is not accounted for in this figure	
Reguilding Church Clock	£2,260.00	Minute 355.7 £10,000 to be moved into fund. Work on the accounts suggests that an additional £3,613 had been received in donations which had been allocated incorrectly or received last year and not transferred into ear marked reserves. However this will need to be further researched.	Between £15,800 and £16,100
Business grant	£0.00	Were any restraints on this fund investigated before it was moved?	
Community Infrastructure Levy		CIL money has to be allocated separately and must not be used as general funds. It also has to spent within 5 years.	

Are there any other funds you are aware of which are kept by the Parish Council on behalf of others or grants which have to be spent in a certain way?



BLEADON PARISH COUNCIL

STANDING ORDERS POLICY

Reviewed on 13th March 2023~~13th May 2019~~ — 332.9

Style Definition: TOC 1

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal

organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be

satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (120) minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

Working Groups will follow the same guidelines as sub-committees and where possible subcommittees and working groups will follow the same guidelines as committees.

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the

business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (~~30~~) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (~~3~~) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i ~~[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)]-OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.~~
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of (~~2~~) hours.

4. **COMMITTEES, ~~AND~~ SUB-COMMITTEES AND WORKING GROUPS**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee / working groups whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees / working groups as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (3) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee, ~~and a~~ sub-committee, working party which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee / working group and also the advance public notice requirements, if any, required for the meetings of a sub-committee / working group. Where possible they will be treated as a committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee / working group that they are permitted to attend; and
 - xii. may dissolve a committee ~~or a~~ sub-committee / working group.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;

- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES, ~~AND~~ SUB-COMMITTEES AND WORKING GROUPS**

- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The chairman of a committee [or a sub-committee / working group] may convene an extraordinary meeting of the committee [or the sub-committee / working group] at any time.
- d. If the chairman of a committee [or a sub-committee / working group] does not call an extraordinary meeting within (7) days of having been requested to do so by (3) members of the committee [or the sub-committee], any (3) members of the committee [or the sub-committee/ working group] may convene an extraordinary meeting of the committee [or a sub-committee/ working group].

7. **PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with

standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●

Sub-committee meetings / [Working Groups](#) •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if**

any, action to take against him. Such action excludes disqualification or suspension from office.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the nominated councillors ~~[Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the (—) Committee]~~ within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] ~~OR [(—) committee]~~;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of [~~Council~~] OR [~~the personnel~~]~~()~~committee] OR [~~the () sub-committee~~] is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [~~the () personnel~~ committee or Chairman of Council] OR [~~the () sub-committee~~] or, if he is not available, the vice-chairman (if there is one) of [~~the () committee~~] OR [~~the () sub-committee~~] of absence occasioned by illness or other reason and that person shall report such absence to [~~the () personnel~~ committee] OR [~~the () sub-committee~~] at its next meeting.
- c. The chairman of [~~the () the personnel~~ committee] OR [~~the () sub-committee~~] or in his/their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [~~the member of staff's job title~~Clerk]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [~~the () the personnel~~ committee] OR [~~the () sub-committee~~].
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [~~the () personnel~~ committee] OR [~~the () sub-committee~~] or in his/their absence, the vice-chairman of [~~the () committee~~] OR [~~the () sub-committee~~] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [~~the () personnel~~]~~()~~ committee] OR [~~the () sub-committee~~].
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [~~the member of staff's job title~~Clerk] relates to the chairman or vice-chairman of [~~the () personnel~~ committee] OR [~~the () sub-committee~~], this shall be communicated to another member of [~~the () personnel~~]~~()~~ committee] OR [~~the () sub-committee~~], which shall be reported back and progressed by resolution of [~~the () personnel~~]~~()~~ committee] OR [~~the () sub-committee~~].
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary

matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

~~b. [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~

~~OR~~

~~[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.~~

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

~~b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]~~

~~*The above is applicable to a Council with a common seal.*~~

~~OR~~

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the ~~District and County Council~~ OR Unitary Council representing the area of the Council.

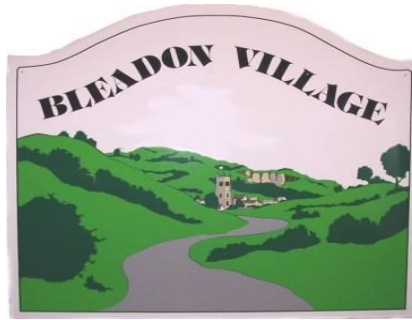
- b Unless the Council determines otherwise, a copy of each letter sent to the ~~District and County Council~~ OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (~~3~~) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



BLEADON PARISH COUNCIL

FINANCIAL REGULATIONS

Adopted – 11th January 2021 – Minute Reference 339.7.5

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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 orders¹ 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 or a single commitment in excess of £500 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 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.
- 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
 - is not involved 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. The RFO must each year, by no later than 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 council.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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 £500.
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

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 unless previously agreed with specific budget headings.
- 4.4. The salary budgets are to be reviewed at least annually in October 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.
- 4.5. In cases of extreme risk to the delivery of council services, 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 £500. The Clerk shall report such action to the 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.
- 4.9. Changes in earmarked reserves shall be approved by 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 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, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which the 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 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.
 - 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

- c) fund transfers within the councils 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.
- 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 may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £500 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

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 Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or an on-line method including standing orders, direct debits and BACS ~~previously approved other instructions to the council's bankers,~~ or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or online payments drawn on the bank account in accordance with the schedule as presented to council shall be authorised or signed in the case of cheques by two members of council 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 when implemented - for payment shall not normally be presented for signature other than at a council 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. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council ~~at least every two years~~annually.
- 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~~annually.
- 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 handed to and 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.
- 6.12. 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.
- 6.13. 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.
- 6.14. 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.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The 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.
- 6.16. 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.

- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council ~~monthly and authority for topping up shall be at the discretion of the council.~~
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/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.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact.

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 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 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 [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 shall be recorded in a separate confidential record (confidential cash book). This confidential record 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. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.7. 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 Clerk/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 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 council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

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

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. A 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 such as are provided by legal professionals acting in disputes;
- 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 Regulations².

- 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)³.
- 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 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 18d⁴ and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk/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. Assets, properties and estates

12.1. 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

² 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

³ Thresholds currently applicable are:

a) For public supply and public service contracts £189,330,209,000 Euros (£181,302)

b) For public works contracts 4,733,252,5,225,000 Euros (£4,551,413)

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 12.2. 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].
- 12.3. 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).
- 12.4. 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).
- 12.5. Subject only to the limit set in Regulation 12.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 12.6. 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.

13. Insurance

- 13.1. Following the annual risk assessment (per Regulation 17), the Clerk/RFO shall aeffect all insurances and negotiate all claims on the council's insurers.
- 13.2. 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.
- 13.3. 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 council at the next available meeting.
- 13.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

14. Charities

- 14.1. 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.

15. Risk management

- 15.1. 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

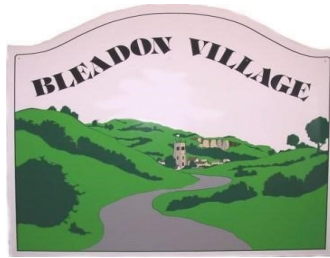
of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 15.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. Suspension and revision of Financial Regulations

- 16.1. 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.
- 16.2. 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 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.~~



BLEADON PARISH COUNCIL

RISK ASSESSMENT POLICY

Adopted Date – 14/09/20

Ref: 335.7.12(i)

Reviewed – 13/03/2023 – Ref:

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified evaluated and controlled. It is a key element of the framework of governance together with community focus structures and processes standards of conduct and service delivery arrangements.

Risk Policy Statement

Bleadon Parish Council hereafter referred to as BPC recognises that it has a responsibility to manage risks effectively in order to protect its Councillors assets liabilities and the community against potential losses to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities. BPC is aware that some risks can never be eliminated fully and we have tried to ensure we have a strategy that provides a structured systematic and focussed approach to managing risk.

Approach to Risk Management

BPC’s approach to risk management is that we should try to identify and manage risks in the most cost effective manner within overall resources available. Each risk identified by BPC is recorded in BPC’s risk assessment document. The impact is assessed; control measures we feel to be appropriate are put in place together with the frequency with which the risk should be reviewed.

Responsibility for Risk Management

BPC recognises that it is the responsibility of all councillors and the clerk as an employee to have regard for risk in carrying out their duties. If uncontrolled risk can result in a drain on resources that could better be directed to front line service provision and to the meeting of HPC’s objectives and community needs. This policy has the full support of BPC which recognises that any reduction in the risk of injury, illness, loss or damage benefits the whole community. From recent experience, we already know that Council responsibility cannot be taken lightly and areas like succession planning are critical. The co-operation and commitment of all members of HPC and clerk as an employee is required to ensure that council resources are not wasted as a result of uncontrolled risk.

BPC is responsible for ensuring that this procedure is adhered to.

This Policy and Risk Assessment will be reviewed annually in line with the Standing Order Calendar

1. FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to North Somerset Council Amount not received by North Somerset Council	L L L	The Council commences the review of the precept requirement annually in November by consideration of a first draft based on known income and expenditure as at the 30 th September. The presented budget will include actual position and projected position to year end and estimated figures for the next financial year. With this information the Council and that for the nine months as at the 31 st December then agrees the amounts set for the specific budget headings for the following year The final figures to be formally resolved at the February-January Council Meeting, the total of which is resolved to be the precept amount to be requested from North Somerset Council. This figure is submitted by the Clerk, as the Responsible Financial Officer, in writing to North Somerset Council. The Clerk informs the Council when the precept has been received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations that set out the requirements. The Clerk receives training to ensure knowledge is up to date. The accounts system is automated to a high degree to reduce arithmetical mistakes. The Internal Auditor will visit twice a year. Regular reviews of income and expenditure will be provided to the members every quarter	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges Internet hacking FSCS limits exceeded	L L L L M H	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank accounts once a month when the statements are received. Errors are communicated to the bank immediately. The Clerk reviews the Councils banking arrangements regularly. Internet Banking procedure established requiring two signatories for every transaction. Antivirus software on Clerk's and every signatory's computer device . FSCS covers deposits to £85k. When bank accounts exceed this amount the Clerk authorises a transfer of funds to an additional account.	Existing procedure adequate Financial Regulations reviewed annually. Bank signatories are reviewed at least annually and when personnel change. Bank statements checked monthly.
Reporting and Auditing	Information communication Compliance	L L	A budget monitoring statement is produced each month and provided for members for information purposes. A full list of payments and receipts and cheques to be signed is provided at the meeting and the financial records including a breakdown of receipts and payments balanced against the bank statement are presented and checked by a Councillor at each meeting.	Existing communication procedures adequate. Council appoint a Councillor to check financial records for Fidelity compliance
Invoices	Goods not supplied but billed Incorrect invoicing Errors in authorisation Unpaid invoices	L L L L	The Council has Financial Regulations that set out the requirements. Invoices are only submitted for approval once the Clerk has inspected the goods/services received. Cheques when used are presented to the signatories with the relevant invoice attached once checked as correct by Clerk. Scanned invoices are sent to signatories for online payments. A schedule of payments is produced for approval at each Council meeting and minuted accordingly.	Existing procedure adequate. Review the Financial Regulations when necessary.
Best Value Accountability	Work awarded incorrectly Overspend on services	L L	When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk/RFO shall strive to obtain 3 estimates. As per the Financial Regulations normal Parish Council practice would be to seek wherever at least three quotations work under £750.00. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Review Financial Regulations regularly.

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Salaries and associated costs	Salary paid incorrectly Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the HMRC. Incorrect overtime paid.	L L L	The Parish Council authorises the appointment of all employees through a recruitment process. The Clerk keeps a record of hours worked and has a contract of employment and job description. Salary is based according to the national pay scales advised by SLCC and NALC. Salaries are paid by internet banking. The payroll service <u>maybe</u> s outsourced. The Clerk prepares payments for authorisation by Signatories. Overtime is only paid for work approved by the council.	
Councillor allowances / expenses	Councillors over-paid	L	The Chairman has a small budgeted annual allowance for a specific task. No allowances are allocated to other Parish Councillors. Any expenses are claimed by presenting the relevant receipt to the Council for approval. Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council.	Existing procedure adequate.
Election costs	Unexpected election cost	L	Sufficient monies in reserve are budgeted to be available should the need arise.	Reviewed in the budget
VAT	Failure to reclaim	L	The Council has financial regulations which set out the requirements and the clerk adopts a system to diarise tasks. The electronic accounts system works out VAT for the quarterly reclaim.	Existing procedures adequate.
Annual return	Not submitted within time limits Not published in compliance with regulation	M	Year-end accounts are submitted to the Internal Auditor then approved by the Council. The Annual Return is completed in accordance with the regulations and sent to the External Auditor within the time limit. Dates for deadline are stated by auditor. Accounts are published as stated on auditor notices.	Existing procedure adequate.
Grants payable	No power to pay or authorisation of Council to pay	L	The Council has a Grant Funding Policy that sets out the requirements. All such expenditure goes through the required Council process of approval and is minuted. Any grants awarded have the terms and conditions satisfied before money is released.	Existing procedure adequate.
Grants receivable	Incorrect amount received or paid in	L	Grants received are paid via online banking and recorded in the electronic accounts system.	Existing procedures adequate.
Charges/rentals payable	Non-payments of leases/rentals	L	The Clerk monitors payments and reports to the Council meetings.	Existing procedure adequate.
Charges/rentals receivable	Youth Centre rent not received Allotment rents not received. Adverting revenue not received	L	Clerk undertakes credit control. Allotment holders invoiced in August for the year commencing 29 September. Youth Centre defaults on the lease if not paid.	Existing procedure adequate. Review agreement and fees annually.

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2. MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to unexpected circumstances	M	The Councils everyday working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with the Council's Retention Policy as well as on the Council's Website. The Clerk makes regular back-ups of files to an external hard drive. In the event of the Clerk being indisposed a locum will be arranged Alternative meeting rooms are available in the village A communication plan has been developed	Existing procedures to be reviewed.
Employees	Loss of key personnel Fraud by staff Unlawful action taken by staff Breach of Health and Safety	M L L M	Proactive management to ensure that employees are well motivated and respected. Contingency arrangements and funding in place to provide adequate cover in the event of employee absence Policies are in place to address staff grievances. The Personnel Committee undertakes <u>annual six-monthly</u> appraisals. All appropriate employees of the council shall be included in a suitable fidelity guarantee insurance in accordance with the Financial Regulations All employees are made aware of their responsibilities for health and safety through their contract, H&S policy and training as required. The Clerk will be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Regular contact with Chairman and members of the Personnel Committee	Existing procedure adequate. Chair of the Personnel Committee to maintain regular contact. Monitor working condition safety requirements and insurance regularly. Statutorily satisfactory Insurance policy. Training provided.
Legal powers	Illegal or unlawful activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	All activities and payments minuted.
Council records - paper	Loss through theft, fire or damage	L L L	The Councils everyday working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with the Council's Retention Policy as well as on the Council's Website in a locked cabinet which is currently stored in the Coronation/Jubilee Halls, The Clerk's home office will be a private dedicated room and appropriate insurance arranged.	Existing procedure adequate.
Council records - electronic	Loss through theft, fire or damage Corruption or loss of laptop	L M	The Parish Council's electronic records are stored on a Council computer at the Clerk's home. Back-ups of the files are taken at regular intervals to an external hard drive. New laptop/updated software to be secured at least five-yearly.	Existing procedure adequate. Although the Clerk works on a remote system it is centrally backed up regularly throughout the day at an off site
Insurance	Inadequate cover Expensive policy Lack of compliance Fidelity Guarantee compromised	L L L L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Ensure that the asset register is up to date Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Asset Registered currently under review. Insurance Policy reviewed Annually
Data protection GDPR	Policy Provision Non-compliance with GDPR	L L M	Data Protection requirements stated in the Council's Standing Orders. Ensure that Employees and Councillors receive training Retain NSC Information Governance service	Existing procedure adequate. Provide training where necessary
Freedom of Information Act	Failure to recognise requests. Failure to comply adequately.	L L	NSC Information Governance Service assists with Fol requests.	Monitor and report any impacts of requests made under the Freedom of Information Act

Meeting location	Inadequate Breach of Health & Safety	L L	The Parish Council Meetings are held at the Coronation Hall. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. The venue is insured and risk assessed.	Existing location adequate.
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3. ASSETS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Maintenance	Poor performance of assets or amenities	M	An asset register is kept up to date and insurance is held at the appropriate level for all items. All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. The Parish Council has a Ranger contractor to check and maintain assets. <u>Weekly visual play area inspections carried out by the Ranger and documented.</u> <u>Monthly risk/Quarterly Operational Inspections-assessment</u> of Play Area equipment made by GB Sport. Annual inspection carried out by registered play inspection company RoSPA.	Existing procedure adequate. Review insurance requirements annually.
Noticeboards	Risk/damage/injury to third parties Road side safety Need for replacement	L L L	Parish Council has five notice boards sited around the Parish. All locations have approval by relevant parties and insurance cover is in place. Inspected regularly by the Ranger contractor; any repairs/maintenance requirements are brought to the attention of the Clerk. Keys held by the Ranger.	Existing procedure adequate. Review adequacy at least every five years. <u>Ranger has advised a budget needs to be built up for noticeboards.</u>

4. LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal Powers	Illegal activity or payments Working Parties taking decisions	L L	All activity and payments made within the powers of the Parish Council (not ultra vires) and to be resolved and clearly minuted. Ensure Working Parties understand that only the Parish Council can make decisions	Existing procedures adequate.
Minutes/Agendas/Notices/Statutory documents	Inaccurate minutes Unlawful actions Public notice not given sufficient notice Missing documents Business not conducted correctly	L L L L L	Minutes and agenda are produced in the prescribed manner by the Clerk according to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements, on noticeboards and Parish Council website. Business conducted at Council meetings is managed by the Chair and advised by the Clerk	Agendas & Minutes to be regularly posted on to the Council's Website Members to adhere to Code of Conduct.
Public Liability	Risk to third party, property or individuals	L L	Insurance is in place. Risk assessments regularly carried out to comply with requirements if necessary.	Existing procedures adequate.
Employer Liability	Non-compliance with employment law	L	Insurance is in place. Undertake adequate training and seek advice from the Association of Local Councils.	Existing procedures adequate.
Legal Liability	Lack of clarity of legality of activities Inaccurate reporting via Minutes Lack of document control	L L L	Clerk to clarify legal position on proposals and to seek advice if necessary. Parish Council always receives and approves Minutes at monthly meetings. Retention of document policy in place.	Existing procedures adequate.

4. COUNCILLORS' PROPRIETY

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members interests	Conflict of interest not declared Register of Members interests	M M	Councillors have a duty to declare any interests at the start of the meeting , reminder on the agenda .However it is not the responsibility of members or the Clerk to cajole the member with a potential interest to actually declare one. It is the sole responsibility of the councillor concerned. Register of Members Interest forms to be reviewed regularly by Councillors.	Check understanding of requirements, as new councillors in place. Members to take responsibility themselves to update the Register.

Bills for Payment - 31st January to the 7th March 2023

Bleadon Parish Council

Method	Payee	Details	Net Amount	VAT	Gross Amount	Comments	Minute agreed	Power
	Already Paid							The Parish Council
SO	Adrians Project Services	Ranger (Jan)	£602.00		£602.00		337.7 (vi), 341.7 & 343.4	
SO	Adrians Project Services	Ranger (Feb)	£602.00		£602.00		337.7 (vi), 341.7 & 343.4	
SO	Blue Spot Commercial Ltd	Public Toilet Cleaning Jan	£216.66		£218.66	Incorrect SO	337.7 (11)	
SO	Blue Spot Commercial Ltd	Public Toilet Cleaning Feb	£216.66		£218.66	Incorrect SO	337.7 (11)	
SO	Brian Robinson	Clock Winding (Jan)	£25.00		£25.00		337.7 (2)	
SO	Brian Robinson	Clock Winding (Feb)	£25.00		£25.00		337.7 (2)	
DD	Zoom	Zoom Pro	£12.99	£2.60	£15.59	Needs investigating	?	
DD	HMRC	PAYE	£466.19		£466.19		333.8	
DD	Lloyds	Credit Card Charge (12.02.2023)	£3.00		£3.00	Currently no access to account	336.7 (3)	
DD	Lloyds	Credit Card Charge (12.03.2023)	£3.00		£3.00	Currently no access to account	336.7 (3)	
		SUBTOTAL			£2,179.10			
	To Pay							
BACS	Adrians Project Services	Ranger (March)	£602.00		£602.00		337.7 (vi), 341.7 & 343.4	
BACS	Opus Energy	Unpaid unmetered supply	£43.78	£2.19	£45.97		333.7 ?	
BACS	Opus Energy	Unmetered supply (Jan) TOTAL £60.93	£14.25	£0.71	£14.96		333.7 ?	
BACS	Opus Energy	Unmetered supply (Feb)	£14.25	£0.71	£14.96	Awaiting invoice due 11.03	333.7 ?	
BACS	Taylor Thorne	Printing of Village News	£725.00		£725.00		337 (2) ?	
BACS	Microshade	Unpaid invoices for 2022	£687.40	£137.60	£825.60		332.7 (6)	
BACS	GB Sport	Operational Inspection (Feb)	£25.00	£5.00	£30.00		333.8	
BACS	Webglu	Website hosting & Mailboxes	£94.75	£18.95	£113.70		333.8	
BACS	Kubix NRG Ltd	Replacement lighting in toilets	£460.00	£92.00	£552.00		H & S	
SO	Brian Robinson	Clock Winding (31.03.23)	£25.00		£25.00		333.8	
BACS	Ellie Young	Village News Editor	£40.00		£400.00		337 (2) ?	
BACS	Bridget Bowen	Internal Auditor	£325.00		£325.00		334.7 (9)	
BACS	Coronation Hall	Grant towards kitchen	£4,000.00		£4,000.00		331.8	
BACS	Strutt & Parker	Allotments (Sept - March)	£72.50		£72.50		?	
BACS	Strutt & Parker	Allotments (March - Sept) Total £145	£72.50		£72.50		?	
BACS	Church	repayment of misplaced check	£150.00		£150.00		Money held	
BACS	Church	Payment of hall hire	£54.00		£54.00	Awaiting invoice	Money held	
DD	Unity Bank	Bank Charges	£18.00		£18.00		333.8	
DD	3 Business Solutions	Telephone (03.04.2023)	£14.82	£2.96	£17.78	Awaiting invoice	333.8	
		Totals	£6,038.97	£256.51	£10,238.07			
To transfer £2000 from the Deposit account to the Current Account to cover this months bills and contingency until precept it paid.								

The Parish Council have resolved to use the General Power of Competence as of the Tuesday 20th August 2019

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100</u> <u>General Income</u>						
1076 Precept	54,000	54,000	0			
1090 Interest Received	319	0	(319)			
General Income :- Receipts	54,319	54,000	(319)			0
Net Receipts	54,319	54,000	(319)			
<u>110</u> <u>Miscellaneous Income</u>						
1100 Advertising - Village News	545	2,000	1,455			
1105 Orderly Grant	0	161	161			
1115 Miscellaneous Income	48	0	(48)			
Miscellaneous Income :- Receipts	593	2,161	1,569			0
Net Receipts	593	2,161	1,569			
<u>111</u> <u>Church Clock Donations</u>						
1116 Church Clock	3,523	0	(3,523)			
Church Clock Donations :- Receipts	3,523	0	(3,523)			0
Net Receipts	3,523	0	(3,523)			
<u>120</u> <u>Rents</u>						
1200 Youth Club Rent	50	50	0			
1205 Allotments Income	290	250	(40)			
Rents :- Receipts	340	300	(40)			0
Net Receipts	340	300	(40)			
<u>130</u> <u>Village News Advertising</u>						
1100 Advertising - Village News	985	2,000	1,015			
Village News Advertising :- Receipts	985	2,000	1,015			0
Net Receipts	985	2,000	1,015			
<u>200</u> <u>Staff Costs</u>						
4000 Clerk's Salary	21,001	24,500	3,499		3,499	
4015 Staff Travel	207	150	(57)		(57)	
4020 Staff Training	499	750	251		251	
Staff Costs :- Indirect Payments	21,707	25,400	3,693	0	3,693	0
Net Payments	(21,707)	(25,400)	(3,693)			

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>210 Administration</u>						
4010 Office Expenses	0	100	100		100	
4105 Stationery	86	350	264		264	
4110 Postage	23	75	52		52	
4115 Insurance	2,714	2,700	(14)		(14)	
4120 Audit Fees	305	650	345		345	
4125 Telephone & Broadband	148	130	(18)		(18)	
4127 Village News Editorship	1,300	1,600	300		300	
4130 Subscriptions	1,019	1,250	231		231	
4135 Bank Charges	84	131	47		47	
4140 Printing	71	0	(71)		(71)	
4145 IT	427	1,731	1,304		1,304	
4150 Data Protection	0	45	45		45	
4165 Newsletter Printing	3,685	3,400	(285)		(285)	
4170 Hall Hirings	12	144	132		132	
4175 Professional Fees	12	250	238		238	
4185 Homeworking Allowance	208	312	104		104	
4190 Payroll Services	95	110	15		15	
4200 Councillor's Expenses	0	100	100		100	
4205 Chairman's Allowance	0	50	50		50	
4210 Councillor Training	0	250	250		250	
4215 Village Covid Group	150	0	(150)		(150)	
Administration :- Indirect Payments	10,339	13,378	3,039	0	3,039	0
Net Payments	(10,339)	(13,378)	(3,039)			
<u>230 Grants</u>						
4300 General Grants	50	0	(50)		(50)	
Grants :- Indirect Payments	50	0	(50)	0	(50)	0
Net Payments	(50)	0	50			
<u>240 Open Spaces</u>						
4035 Ranger Salary	6,834	7,224	390		390	
4400 General Maintenance	1,017	2,250	1,233		1,233	
4401 Playground Equipment	4,988	750	(4,238)		(4,238)	
4405 Bleadon in Bloom	1,402	4,984	3,582		3,582	
4410 Playground Inspections	330	350	20		20	
4415 Public Toilet Maintenance	3,939	4,000	61		61	
4420 Car Park Maintenance	0	500	500		500	
4425 Grass Cutting	4,000	4,000	0		0	

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4430 Church Clock	249	312	63		63	
4435 Village Lighting	533	400	(133)		(133)	
4440 Defibrillator	0	100	100		100	
4450 Village Improvements	4,177	355	(3,822)		(3,822)	
4455 Allotments	581	145	(436)		(436)	
4460 Church Clock	26	0	(26)		(26)	
4550 Waste Contract	0	10	10		10	
Open Spaces :- Indirect Payments	28,073	25,380	(2,693)	0	(2,693)	0
Net Payments	(28,073)	(25,380)	2,693			
<u>250 Special Projects</u>						
4470 Children's Playground	1,528	0	(1,528)		(1,528)	
4475 Neighbourhood Plan	209	0	(209)		(209)	
4478 Contactus	139	0	(139)		(139)	
4480 Platinum Jubilee	1,252	0	(1,252)		(1,252)	
Special Projects :- Indirect Payments	3,128	0	(3,128)	0	(3,128)	0
Net Payments	(3,128)	0	3,128			
<u>260 Bleadon Covid-19 Group</u>						
1800 Covid-19 Group	330	0	(330)			
Bleadon Covid-19 Group :- Receipts	330	0	(330)			0
Net Receipts	330	0	(330)			
<u>280 Community Infrastructure Levy</u>						
1802 CIL Receipts	1,325	0	(1,325)			
Community Infrastructure Levy :- Receipts	1,325	0	(1,325)			0
Net Receipts	1,325	0	(1,325)			
<u>999 VAT Data</u>						
115 VAT on Receipts	527	0	(527)			
VAT Data :- Receipts	527	0	(527)			0
515 VAT on Payments	347	0	(347)		(347)	
VAT Data :- Indirect Payments	347	0	(347)	0	(347)	0
Net Receipts over Payments	179	0	(179)			

Detailed Receipts & Payments by Budget Heading 28/02/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Receipts	61,941	58,461	(3,480)			
Payments	63,645	64,158	513	0	513	
Net Receipts over Payments	<u>(1,705)</u>	<u>(5,697)</u>	<u>(3,992)</u>			
Movement to/(from) Gen Reserve	<u>(1,705)</u>					

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Unity Trust Bank - Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	28/02/2023	152	5,635.39
			<hr/> 5,635.39
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/10/2022 300973 Church		150.00	
			<hr/> 150.00
			5,485.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,485.39
		Balance per Cash Book is :-	5,485.39
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2023
for Cashbook 2 - Unity Trust Bank - Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank - Deposit	28/02/2023	82	56,998.99
			<hr/> 56,998.99
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			56,998.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			56,998.99
		Balance per Cash Book is :-	56,998.99
		Difference is :-	0.00