

Dear Councillor

You are HEREBY SUMMONED to attend a meeting of the Parish Council to be held on **Monday 13 November 2023 at 7.00pm** at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

7 November 2023

Members of the public and the press are welcome to attend. Please be aware that the council may take a vote to exclude the press and public if any items to be discussed contain information about an individual's personal circumstances or about a commercial contract or legal advice.

If you have any general enquiries about the meeting, please contact Lara Jacob, the Clerk to the Parish Council at: parishclerk@eltonparishcouncil.co.uk
tel: 07871 614665

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Councillors are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each councillor to decide and the decision to declare, or not, is the responsibility of the councillor.

3. Items for discussion in closed session

To consider if any items on the agenda, because of the nature of the information which might be disclosed, should be discussed with the exclusion of the press and public. Items should be identified no later than when the item is reached and a proposal should be moved for a full council decision on exclusion. Reasons for exclusion will be recorded in the minutes.

4. Public Participation

4.1 PCSO Report

4.2 Members of the Public

4.3 CWaC Ward Councillors Report

4.4 Elton Allotments

5. Minutes

To agree that the minutes of the meeting held on 9 October 2023 are a true record and on resolution be signed by the Chair **(enclosed)**.

6. Matters to note or resolve from other meetings

6.1 Community Outside Spaces Working Group

6.2 Jubilee Field Committee

6.2.1 **To agree** that the minutes of the meeting held on 23 October 2023 are a true record and on resolution be signed by the Chair.

6.2.2 **To discuss** any issues arising from the meeting.

6.3 Condition survey of playground on Parish Field

To note that a meeting with the playground installer took place on Friday 13 October 2023 and that quotations are yet to be received.

7. Reports

7.1 Chair

7.2 Councillors

7.2.1 Cllr Lockhart – report on parish councils held at the shops in last month.

7.2.2 Other Councillors Reports

8. Planning

8.1 Applications received for comment:

(Details of the applications were circulated on receipt)

23/03361/FUL 40 Coppice Green Elton Chester CH2 4RH

Proposal: Demolition of existing conservatory, erection of single storey rear extension

8.2 Applications decided by Cheshire West and Chester Council

23/02488/LBC 14 Laurel Farm Court Elton Chester CH2 4RY

Proposal Replacement of a window and a double door,

Approved by CWaC on 3 Oct 2023

9. Finance

9.1 **To note** that £100 donation from a resident has been paid into the bank account and **to note** any other income received in October 2023.

9.2 **To resolve** the following payments made since the last meeting:

Date of payment	Payee	Goods or Service provided	Gross Payment
06.10.2023	Information Commissioners Office	Annual Data Fee	35.00
09.10.2023	PAYPAL	Purchase of Office 365 Subscription	59.99
13.10.2023	STAFF SALARIES and HMRC	Salaries for October 2023	1341.71
13.10.2023	Elton Junior Football Club	LOAN	3811.11
13.10.2023	HMRC	Payment for August 2023 (missed)	246.60
13.10.2023	Haines Watts	Quarterly Payroll Service Charge	72.00
13.10.2023	Clays Gardening Services	September Monthly Miantenance	796.37
13.10.2022	Community Centre	Rental for Public Meeting	22.00
13.10.2023	JDH Services	Internal Audit work	414.00
16.10.2023	ChALC	Annual Membership	1026.38
19.10.2023	PAYPAL	Poppy Wreaths	55.99
23.10.2023	STAFF Salaries	Correcting underpayment from May 2023	143.68
26.10.2023	Peninsula	Professional HR advice	145.91

		Total Expenditure	8170.74
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9.3 **To consider** if the payment of £554.40 to Then Media for the provision of email and web hosting, which includes the service to the Community Centre, will be met in full by the parish council.

9.4 **To note** that a grant payment was made to the Scouts of £500 on 3 November 2023.

9.5 **To resolve** the following payments to be made following the meeting:

Payee	Goods or Service provided	Gross Payment
Clays Gardening Services	October Monthly Maintenance plus Dog Park mowing	876.37
Community Centre	Hire costs for flu clinic	210.00
Then Media	Website hosting annual charge	554.40
		1640.77

9.5 **To note** the following:

Bank Reconciliation:	Opening Balance	49, 423.58
	Add: Income	100.00
	Less: Expenditure	8170.74
	Closing Balance	41, 352.84

A councillor who is not a signatory to the bank account to verify these figures by signature on the statements presented (enclosed)

9.6 To review and adopt the Financial Regulations (enclosed)

9.7 To review and adopt the Expenses Policy and Claim Form (enclosed)

10. Community Winter Gritting Scheme

To consider the request from a resident for the Parish Council to facilitate the setting up of a winter gritting scheme.

11. Future Projects

To discuss ideas for future projects, and the implications for the budget to be set for Financial Year 24 25.

12. Parish Council Land and Assets

12.1 **To note** that the hedging at the entrance to the Parish Field and the lane near the Scout Hut has been trimmed.

12.2 **To discuss** quotations received for the repair/replacement of the perimeter fencing at the Parish Field.

12.3 **To discuss** quotations received for the removal of the plinths from the planters.

12.4 **To discuss** the quotation received for the installation of cast iron bollards around the green.

12.5 **To discuss** quotations received for additional cctv at the Community Centre.

12.6 **To consider** the proposal and any quotations received for pressure washing the platforms on the zip-wire equipment to prevent the build up of material which causes the surface to become slippery.

12.7 **To consider** if signage should be purchased to indicate that the Community Centre Car Park is private property and that parking is provided and prioritised for users of the

Centre and the Surgery.

12.8 **To note** that a handover meeting took place between CWaC and the Parish Council at Sorbus Close on 26 October 2023 and the 10-year lease on the area became effective from 31 October 2023.

13. Events

13.1 **To discuss** the arrangements for the Christmas Lights Switch On and receive any indications of additional costs.

13.2 **To note** that the cost to supply, install and remove the additional four lighting motifs will be £5615 and to note that two of the parish council's existing lighting motifs required repair with an additional cost of £560.

13.3 **To discuss** the information received on the D-Day Commemoration celebrations planned for 6 June 2024: <https://www.d-day80beacons.co.uk/>

14. Consultations

To consider if the parish council wish to make a response to the following consultations:

14.1 Draft Heritage Strategy

[Heritage Strategy Consultation | Participate Now \(cheshirewestandchester.gov.uk\)](https://www.cheshirewestandchester.gov.uk/participatenow)

14.2 Cheshire Fire Community Risk Management Plan

<https://www.cheshirefire.gov.uk/news-events/latest-news/have-your-say-on-our-draft-community-risk-management-plan-2024-28/>

14.3 CWaC Budget Consultation "Funding our Future"

<https://participatenow.cheshirewestandchester.gov.uk/hub-page/funding-our-future>

15. Cost of Living Increase to salaries

To note that the trade unions have come to an agreement on the 2023 level of pay award. The offer was for a flat rate increase of £1,925 for scale points up to SCP 43 and from SCP 44 and above an increase of 3.88%, with effect from 1 April 2023. This information will be communicated to the payroll provider and applied to the next salary payment, with the amount due from April paid as a one-off back payment.

16. Future Agenda Items

To note any matters for consideration at the next meeting.

17. Date and Time of next meeting

Monday 11 December 2023 at 7.00pm at Elton Community Centre.

18. Matters to be discussed in the absence of the press and public

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.



Minutes of the meeting of the
Parish Council held on
Monday 9 October 2023 in
Elton Community Centre at
7pm.

PRESENT: Cllrs Serna (Chair), Canham, Hardman, Heatley, Highcock, Leith, Lockhart and O'Reilly.

In attendance: Lara Jacob (Parish Clerk), PCSO Flanagan (from 8.48pm), one member of Elton Gardeners Association and one member of the public

23.147 Apologies

Apologies were received and accepted from Cllrs. Spencer and Williams.

23.148 Declarations of Interest

No declarations of interest were made.

23.149 Items for discussion in closed session

No items on the agenda were identified as necessary to be considered with the exclusion of the press and public.

23.150 Public Participation

150.1 PCSO Report

[This item was taken after item 7, beginning at 7.55pm]

PCSO Neil Flanagan attended and presented a report which contained information on an attempted house burglary and three incidents of anti-social behaviour. The "smiley" Speed Indicator Device had been deployed on School Lane on 3 October and the TruCam device was not operational as it was being recalibrated. A talk at Elton Primary School was scheduled to take place, giving advice and reassurance around the Halloween and Bonfire period. PCSO Flanagan highlighted the dates of surgeries being held and offered councillors the opportunity to take part in a ward walk.

[PCSO Flanagan and the representative of the Allotments Association left at 8.05pm]

150.2 Members of the Public

A member of the public raised the issue of untidy land at a property near the railway station. This included hedging which obstructed the footpath and also cause vehicles on Ince Lane to move across the centre line to ensure clear sight lines. Advice given was to report the issue to CWaC.

150.3 CWaC Ward Councillors Report

Cllr. Heatley reminded councillors that applications for funding from the Member's Budget was available.

150.4 Elton Allotments

The Annual General Meeting had been held and discussions on allowing

sheds on half plots, the provisions of polytunnels and additional insurance for visitors other than plot holders had been taken place.

23.151 Minutes

The minutes of the meeting held on 11 September 2023 were agreed as a true record and signed by the Chair.

23.152 Matters to note or resolve from other meetings

152.1 Community Outside Spaces Working Group

The group had not met.

152.2 Jubilee Field Committee

The next meeting of the Committee was scheduled for 23 October 2023 at 7pm. The contractor for the shelter had indicated a preferred start time of December/January. The fruit trees had been ordered and would be ready for delivery in November.

152.3 Condition survey of playground on Parish Field.

A report had been sent to the company who had installed the play area. A site visit on Friday 13 October at 2.30pm had been arranged.

23.153 Reports

153.1 Chair

A bollard at the entrance to the community centre had been damaged and a replacement was installed to prevent any further accident.

153.2 Councillors

153.2.1 Cllr Lockhart reported on parish council surgeries. Issues raised included the growth of brambles adjacent to Elton Primary School which had subsequently been removed by CWaC; trees encroaching the walkway leading to Whitefields had also been cut back; overflowing bins had also been removed. Justin Madders, MP and Mike Amesbury, prospective parliamentary candidate had joined one of the parish surgeries.

Cllr. Highcock reported that using a QR code to report an overflowing bin had had a successful outcome.

153.2.2 Cllr Canham and Cllr O'Reilly reported on public meeting held on Tuesday 19 September 2023 regarding the planning application for The Rigger. It was agreed that the concerns raised by residents on the potential for additional noise and litter, the inadequacy of the highway infrastructure and impact on existing retail outlets would be relayed to CWaC through the Planning Portal.

153.2.3 Cllr. Canham reported on Protos Community Forum meeting held on 27 September 2023. The company will soon be making two planning applications to CWaC, one to produce green hydrogen which will be used for a furnace at Encirc, the other for a carbon capture plant.

[PCSO Flanagan arrived at 7.48pm]

153.2.4 Cllr Highcock – reported on a telephone conversation with the Practice Manager of the Helsby and Frodsham GP Practice. Assurance was given that there were no plans to close the Elton Practice and that recent closures were due to lack of clinicians. The Practice Manager had enquired

about the best methods to alert residents to potential closures. It was agreed that one method of communication would be through Elton Chat and that opening times should be displayed at the surgery. A patient survey will be taking place over the next weeks.

153.2.5 Cllr O'Reilly had made enquiries about the cost of a new noticeboard. Commercially available noticeboards were expensive. An enquiry had been made to Hammer and Tongs to quote for a bespoke noticeboard. [Item 4.1 was taken at this point and after PSCO Flanagan and the representative of the Allotments Association left the meeting at 8.05pm]

23.154 Planning

154.1 Applications received for comment:
(Details of the applications were circulated on receipt)

23/02781/TPO 33 Coppice Green Elton Chester CH2 4RH
1x Oak tree (on the land behind 33 Coppice Green) - permission to prune/crown the branches by 3-4 feet.
The Planning Group considered that no comment would be made.

23/02796/FUL The Rigger Ince Lane Elton Chester Cheshire CH2 4LU
Change of Use of Ground Floor Sui Genris (public house) into Class E Retail
The parish council broadly support the change of use of the building which would bring it back into use.

23/02411/FUL Chester Motorway Service Area
Hapsford Interchange Elton Chester CH2 4QZ
Improved and relocated vehicle access/egress.
This is an amendment to the original planning application under the same reference number.
No comment was made.

154.2 Applications decided by Cheshire West and Chester Council
No decided applications had been notified.

154.3 The Terms of Reference for the Planning Working Group were discussed.

Resolved that the Terms of Reference are adopted.

23.155 Finance

155.1 A donation of £100 had been received from a resident to help towards the cost of the Jubilee Field shelter. Arrangements were being made to pay the money into the parish council bank account via the Post Office.

155.2 **Resolved** the following payments made since the last meeting in September:

Date of payment	Type of payment	Payee	Total amount
13 September	BACS	Heartsafe AED – Defib Pads	143.95
20 September	BACS	Staff Salaries and HMRC	1331.29
22 September	Direct Debit	Peninsula Business	145.91
28 September	BACS	Paypal – credit	-0.01
30 September	Direct Debit	Unity – Bank Charges	18.00
		Total Payments	£1639.14

155.3 **Resolved** to approve the future payments detailed below:

BACS	Elton Community Centre – public meeting 15/08/2023	22.00
Direct Debit	Information Commissioner’s Office Data Registration fee	35.00
BACS	HMRC August Payment	246.60
BACS	JDH Business Services (Internal Audit)	414.00
	Total Payments	£717.60

155.4 **To note** the following:

Bank Reconciliation:

Opening Balance (30.08.23)	51, 062.72
Add: Income	0.00
Less: Expenditure	1, 639.14
Closing Balance (30.09.23)	49, 423.58

Cllr. Leith who is not a signatory to the bank account to verified the figures by signature on the statements presented.

155.5 Report of the Internal Auditor for Financial Year 2022/23

The report of the internal auditor and the proposed changes to comply with the guidance received was discussed

Resolved that the proposed changes and timeframes are accepted.

155.6 Annual Governance and Accountability Return 2022/23

The Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2023, Part 3 Section 1 and 2 were considered:

155.6.1 **Resolved** the responses to the nine statements in Section 1 – The Annual Governance Statement 2022/23.

155.6.2 **Resolved** that the figures entered in Section 2 - The Accounting Statements 2022/23 represent the financial position of Elton Parish Council on 31 March 2022.

155.7 **Resolved** that Cllr. Canham and Leith will be signatories to the Unity Bank account, in addition to Cllr. Serna.

155.8 **Resolved** that the payment of £1026.38 for ChALC membership from April 2023 to March 2024 will be made.

23.156 Grant

156.1 Consideration was given to making a grant to the Scouts for the purchase of fireworks for the upcoming event.

Resolved that a grant of £500 will be made.

156.2 Consideration was given to making a loan of £3811.11 to Elton Junior Football Club to allow the Club to access the grant money awarded by Protos, which has been made on a reimbursement only basis.

Resolved that a loan of £3811.11 will be made to Elton Junior Football Club with repayment made on receipt of the monies from Protos.

23.157 Parish Council Land and Assets

157.1 The advice received on segregating the Pump Track was discussed. It was agreed that no further action would be taken at this point.

157.2 The repair/replacement of the perimeter fencing at the Parish Field was discussed.

Agreed that Cllr. Canham would seek quotations.

157.3 Quotations for the removal of the picnic bench, the plinths from the planters and the state of the wooden bollards were discussed. The picnic bench had been removed and a options and quotations for adjustments to the planters was awaited.

It was proposed that the wooden bollards could be replaced with cast iron bollards and designs were considered.

Resolved that cast iron bollards at a cost of approximately £4,000 to £5,000 including installation were the preferred option. An enquiry will be made to CWaC Highways regarding any permissions that may be necessary.

157.4 As no quotations had been received for additional cctv at the Community Centre this item was deferred to the next meeting.

157.5 The trimming of hedges on the Parish Field and the Scout Hut boundary was discussed. A contractor had advised of the possibility of using a flailing machine to trim the entire boundary of the field. A quotation for this work had not yet been received so this decision would be deferred to the next meeting. It was considered that priority should be given to clearing the community centre entrance way to the field, trimming back bushes and trees adjacent to the fencing with the school.

Resolved that a maximum spend of £1000 is available for Clays Gardening Services to clear the priority area.

23.158 Events

158.1 The quotation from Northwich Town Council for additional lighting motifs was discussed.

Resolved that 4 motifs would be purchased at a total cost of £5,000 which includes the purchase and installation of electrical infrastructure for powering the motifs and the motifs themselves.

158.2 The style and costs of Remembrance Wreaths was discussed.

Resolved that one large and two small wreaths would be purchased at a total cost of £60.

158.3 The information received on the D-Day Commemoration celebrations planned for 6 June 2024 was discussed. Councillors will explore the information in greater depth and this item will be brought to a future meeting.

23.159 Future Projects

This item will be discussed at the next meeting in conjunction with the budget setting process.

23.160 Staffing

The Terms of Reference of the Staffing Committee were discussed.

Resolved that the Terms of Reference are adopted.

23.161 Future Agenda Items

The following items were requested for consideration at the next meeting: Christmas arrangements; consideration of any quotations received; D-Day commemoration.

23.162 Date and Time of next meeting

Monday 13 November 2023 at 7.00pm at Elton Community Centre.

Matters to be discussed in the absence of the press and public

No matters had been identified to be discussed with the exclusion of the press and public.

The meeting closed at 8.54pm

Minutes of the Jubilee Field meeting held on the 23th Oct 2023
at 7.00pm in Elton Community Centre

PRESENT: Cllr Christine Leith, Cllr David Hardman, Cllr Darrel Highcock a

APOLOGIES FOR ABSENCE

Sarah Price

APPROVE MINUTES OF LAST MEETING

Only person present at the last meeting was Cllr Christine Leith

MATTERS ARISING

None

QUOTE FOR SHELTER

Cllr Leith informed the committee that Tommy McNally will be starting the build of the shelter on the JF Nov/Dec

Cllr Leith to order fruit trees early November.

Cllr Hardman is having no luck contacting Norman re ground work.

Cllr. Highcock to contact Wildlife trust.

PLAN FOR NEXT STAGE OF DEVELOPMENT

Notification of Application under the Planning Acts

DATE: 6 November 2023

Cheshire West and Chester Council's Development Management (Planning) Team has received an application in respect of the following:

Site Address:	40 Coppice Green Elton Chester CH2 4RH
Proposal:	Demolition of existing conservatory, erection of single storey rear extension
Reference Number:	23/03361/FUL
Case Officer:	
Ward:	Gowy Rural
Parish:	Elton
How to comment online:	If you want to comment on this application or view all the application documents (including supporting documentation) please use our online Public Access system at https://pa.cheshirewestandchester.gov.uk/online-applications/ .
If you have any comments, please submit them by:	27 November 2023 We will not determine the application before this date. If you need more time, for example where the application raises complex issues, please contact the case officer to discuss.

1. To discuss this application in more detail, please contact the case officer as detailed above. If no case officer is shown, contact one of the following officers:

Bethan Armstrong (Principal Planning Officer) – bethan.armstrong@cheshirewestandchester.gov.uk
 Steven Holmes (Principal Planning Officer) – steven.holmes@cheshirewestandchester.gov.uk
 Catherine Reay (Principal Planning Officer) – catherine.reay@cheshirewestandchester.gov.uk

2. If you require paper copies of plans or other documentation, please submit all requests in writing as soon as possible to planning@cheshirewestandchester.gov.uk. Any such requests should provide precise details of the information required. If unsure, then please contact the case officer or named officers above to discuss.
3. We are required by law to allow 21 days for consultation. If you need longer, then please contact the case officer or named officer above as soon as possible to discuss.
4. Please note that under the Access to Information Act 1985 any comments you submit will be available for public inspection and may be copied on request.
5. In the event that an appeal is made against a decision of the Council to refuse to grant planning permission for a

proposed householder development or minor commercial development, and that appeal then proceeds by way of the written representations procedure, any representations made to the Council about this application will be passed to the Secretary of State and there will be no opportunity to make further representations.

6. This notice has been served because to do so is required by one or more of the following: the Town and Country Planning (Development Management Procedure) Order 2015, Town and Country Planning (Listed Buildings and

Searching for consultations from your in-tray

To assist with searching for consultation requests I have added the letter reference at the bottom of this document, which also appears next to each request in your in-tray, as shown here.

Requests for consultation

Letter Reference:	Co
DC/AO665/NG0ISATE0H400	Bic

When you log in to your consultee account and look at your in-tray you have the option to click on Consultation Search. If you are having problems locating a request enter the letter reference from the bottom of the request document into the search field, as in the example below, and click on Search. This will result in the correct consultation request opening in your in-tray for you to comment on.

Consultee In Tray	Profile Details	Saved Searches	Notified Applications	Tracked Applications
In Tray	Active Consultations	Previous Consultations	Consultation Search	

System	Planning
Letter Reference <i>Planning searches only</i>	DC/AO665/NG0ISATE0H400
Consultee Name <i>Planning searches only</i>	
Consultation Type	All
Comment Date:	to:
Search Reset	

ELTON PARISH COUNCIL FINANCIAL REGULATIONS

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

1. General

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

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- 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 **£5,000**; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

Commented [MW1]: Recommend we stick with this amount

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

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

2. Accounting and audit (internal and external)

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

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

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon

as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

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

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

2.6. The internal auditor shall:

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

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

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

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. Annual estimates (budget) and forward planning

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

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

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

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

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

4. Budgetary control and authority to spend

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

- the council for all items over [£5,000];
- a duly delegated committee of the council for items over [£500]; or
- 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.

Commented [MW2]: Recommend we do not use this paragraph, as there is only one Committee at the moment and my assumption is that their budget is set by full council according to past spending and forecast projects and that they may recommend such to the full council as part of the budget setting process. Recommend proposals are at the end of December rather than November.

Commented [MW3]: Recommend we change this to annual rather than three year - if we leave it as it is then the internal auditor will question it if we don't forecast three years ahead

Commented [MW4]: Recommend we keep this amount

Commented [MW5]: Recommend we make this £1000 or more in the case of the Jubilee Committee if this is appropriate as otherwise they will be delayed in getting projects off the ground - maybe £3000?

Commented [MW6]: Recommend setting this at £1000, as tree work, which is what usually needs doing in a hurry is coming in at a minimum of £600 in my experience

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. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

Commented [MW7]: What have you done in the past - recommend you stick to that, or if you never have then stick with October as then the increases can be accommodated when budget setting

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.

Commented [MW8]: Recommendation £1000, as emergency tree work tends to cost at least £600 these days

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

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

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

Commented [MW9]: Recommend 15%

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.]

Commented [MW10]: Recommend keep the bracket phrase as this is sometimes a requirement of a bank - perhaps enter the words, "where required to do so" after "credit references"

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. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

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

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council 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.

Commented [MW11]: Recommend we keep this amount for now as Elton do not have another account they would be transferring out from

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 £5,000 shall before payment, be subject to ratification by resolution of the council.

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

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

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by 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 council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

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

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

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

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

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

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

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

6.10. 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. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.

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

Commented [MW12]: Recommend keep this limit (has PayPal been set up with a single transaction limit?)

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 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 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. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

Commented [MW13]: Recommend keep 6.21 and hold no petty cash, therefore delete 6.22

OR

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

a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

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

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

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

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

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

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

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to

terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

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

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

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

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

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

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

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

9. Income

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

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

9.3. 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.

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

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

Commented [MW14]: Recommend we keep this but note that it does not currently apply

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.

Commented [MW15]: Suggest we add in the words, which may be transmitted by email just to cover this

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.

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

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 Orders⁴ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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

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

[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a

Commented [MW16]: I will enter the relevant Standing Order reference here

Commented [MW17]: Recommend we keep these figures for now until I have a better understanding of what contracts you do enter into

Commented [MW18]: Recommend we keep this in but perhaps preface it with "This section is not applicable at this time."

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

contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]

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

[13. Stores and equipment]

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

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

[13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

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

14. Assets, properties and estates

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

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

Commented [MW19]: As above - recommend we state it is not applicable at this time

Commented [MW20]: Recommend to keep this amount at the moment - keep it under review.

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

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

15. Insurance

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

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

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

15.4. The 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.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

Commented [MW21]: Recommend to keep in annually as this insurance is very much dependant on the amount of money the council is holding and this will vary around the time of budget setting and precept receipt. At the moment £150,000 is insured which is more than adequate

16. [Charities]

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

Commented [MW22]: Recommend keep this here but mark that it is not applicable at the moment

17. Risk management

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

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

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

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of 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.

Elton Parish Council

DRAFT Expenses Policy

This policy is supplemental to, and does not in any way override, the Parish Council standing orders and/or Financial Regulations.

This policy was adopted by the full parish council at its meeting on
(date)(minute)

This policy will be reviewed annually.

1. Introduction

1.1 This policy describes the process Elton Parish Council will follow for expense claims from councillors and employees.

2. Scope

2.1 This policy applies to councillors and employees of Elton Parish Council.

3. The Legal Framework

3.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 applies to those parishes that pay members' allowances. Elton Parish Council makes no provision for allowances nor does it make provision for a Chair's allowance.

3.2 Section 15(5) of the Local Government Act 1972 allows a parish council to make a financial allowance to the Chair of the Parish Council.

3.2 The Employment Contract (paragraph 11) issued to all employees makes a commitment to the reimbursement of expenses incurred by employees whilst carrying out duties and obligations assigned to their roles.

4. Dissemination and training

4.1 The council will make employees and councillors aware of this policy.

4.3 The policy will be available on the council's website.

5. Monitoring and review

5.1 A review of the policy shall be undertaken annually by the Clerk and if any; amendments are necessary they will be advised by the Parish Clerk and reviewed by the full council.

6. General Statement of Policy

6.1 No person should be financially disadvantaged as a result of carrying out duties and obligations directly associated with the core business of the Parish Council. Equally, no person should receive advantage from the public purse. This policy sets out the occasions on which expenses can be claimed and the procedure for making such claims.

7. The Chair's Allowance

7.1 Section 15(5) of the Local Government Act 1972 provides for town and parish councils to pay its Chair "for the purposes of enabling them to meet the expenses of the office such allowance as the

council think reasonable”.

7.2. Elton Parish Council does not provide a Chair’s Allowance.

8. Councillors’ Expenses

8.1 Councillors attending training courses or other events as the Council’s representative may have their travel expenses reimbursed, provided that such expenses have been approved by the Council. Mileage for travel will be reimbursed according to the HMRC approved rates in force at the time.

8.2. The Parish Council will reimburse councillors for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business, provided that such expenses have been approved by the Council, following the procedure below (10).

8.3 No councillor should purchase goods or services without the approval of the Parish Council.

8.4 In the event that a purchase has been made without approval, reimbursement will be at the discretion of the Parish Council.

9. Employees Expenses

9.1 Employees may claim reimbursement for travel costs incurred as a result of undertaking travel to any place other than their place of work, including to attend training courses, conferences and meetings associated with their duties.

9.2 Employees may claim accommodation and subsistence costs, with the prior approval of the Parish Council, if they are required to stay away from their usual residence and these costs are not part of the booking fee.

9.3 Employees may only claim other out of pocket expenses if they have consulted the Clerk prior to purchase and approval for such purchase has been given and it has not been possible to make the purchase using a method of payment controlled by the Parish Council, such as by making a bank transfer or using PayPal..

9.4 In the event that a purchase has been made without approval, reimbursement will be at the discretion of the Parish Council.

10. Procedure for claiming expenses

10.1. All expense claims must be made promptly and within 2 months of expenditure being incurred. A receipt for the purchase made must be provided and VAT invoices should be obtained where relevant. The appended form should be used to record the expenditure claim.

10.2 Reimbursement will be by bank transfer and Individual’s bank details will need to be provided.

10.3 Payments will be listed on the payments schedule presented to the Full Council meeting.

10.4 On the resolution of payment, a bank transfer will be arranged, with payment taking place as soon as practicable following the meeting.



Elton Parish Council

Expenses Claim Form

Name		Month/ Year	
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Journey from / to	Purpose of Journey	Date	Miles claimed	Total amount @45p per mile

Other Expenses - (Please attach receipts)			
Minute Reference of approval to incur the expense	Dates of purchase	Details of purchase	Amount
Total Amount of expenses requested:			£

Signature	
Name	
Date	

Item 11.2 Quotation for supply of fence panels to secure Parish Field boundary

Author – Andy Canham

I've found some costs for supply of fencing. It works out at c. £100 per 2.4m (h) x 3.0m (w) section. Without measurements, I'm estimating c. 5-6 sections would be needed to fill the gaps in the hedgerow that borders the farmers field at the back of the Parish Field. We would also need two extra posts as each section only comes with one post (c. £50 plus VAT). Boundaries are solid palisades around the school grounds and playing field. Boundaries are substantial hedgerows at the side of the field along the edge of the play park and on to the small entrance to Mount Pleasant. Between the two gaps in the hedge along the farmers field, the hedgerows are substantial barriers.

My estimate of the cost of materials is therefore £600-700 (ex VAT), plus installation (perhaps plus delivery)

Fences can be dug in and concreted.

For the suppliers to do the work, they charge £32/m, which seems quite high and I suspect costs would be reduced if using a local builder like Andy Eardley.

Link to fencing on which this quotation is based:

<https://firstfence.co.uk/2-4m-high-v-mesh-security-fencing>

Item 11.4 - Quotation for supply and delivery of cast iron bollards:

(Supplied to Steve Serna via email)

30 x BX 1539-CI-BP = **£176.00 each**

Broxap's Cast Iron 'Manchester' Bollard

Dimensions (mm): 985 High x 227 Diameter at ground level

Fixing: Pre-Drilled Baseplate

Finish: Galvanised and coated in RAL 9005 Black

Class II Yellow Reflective Band (50mm)

1 x Delivery charge based on carriage to CH2 4LU postcode area (No off-loading) = **£186.00**

PLEASE NOTE: ALL PRICES ARE EX. VAT

Lead Time (based on current stock) = **approx. 18-20 weeks**

Installation quote

(via conversation with Andy Eardley)

£50 per bollard to install, so an additional £1,500.

Total outlay - £6966 (plus VAT which will be refunded)

6 NOVEMBER 2023

E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

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Quote No 1599

20th September 2023

Revised 7th November 2023

Dear Lara,

Many thanks for your enquiry, taking the time to meet with me to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Elton Parish Council

Please find our quotation as follows –

To install and remove 10 motifs to columns	£1550.00
To attend light switch on	£100.00

Total Cost	£1650.00
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Additional Works

To install 4 additional sockets to street columns	£2200.00
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To supply 4 additional motifs (these range from £350 to £600 depending on style chosen, please look on following website for motif designs and we can send over a quote)

To install and remove 4 additional Motifs	£620.00
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To repair 2 existing motifs @ £280 each	£560.00
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To supply 4 new motifs as chosen by EPC including brackets and delivery	£1145.00
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Total	£4525.00
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Overall Total	£6175.00
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I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Chris Shaw

Chief Officer

6 NOVEMBER 2023

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