Burntwood
TOWN COUNCIL
BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

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Our Ref: SL/JM 10 July 2024

To: All Members of the Policy and Resources Committee
Councillors Woodward [Chair], Norman [Vice-Chair], Bacon, Banevicius, D Ennis, Evans, Flanagan, Hancox, Ho, P Taylor, Tranter and Wittstock

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet on **Wednesday 17 July 2024 at 6:00 pm** in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM
As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS
To consider any declarations of interests and consider requests for dispensations.

3. MINUTES
To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 07 May 2024 [Minute Nos. 56-68] **[ENCLOSURE NO. 1]**.

4. SCHEDULE OF PAYMENTS
To approve the Schedule of Payments **[ENCLOSURE NO. 2A AND 2B].**

5. WORKS PROGRAMME
Councillors are asked to review the works programme **[ENCLOSURE NO. 3].**

6. REVIEW OF EARMARKED RESERVES
The Committee is asked to review the Earmarked Reserves, justifies all those to be retained and makes recommendations to Council for any releases into General Reserves **[ENCLOSURE NO. 4 AND 4A].**

7. NATIONAL ASSOCIATION OF LOCAL COUNCILS [NALC] AND STAFFORDSHIRE PARISH COUNCILS ASSOCIATION [SPCA] MEMBERSHIP
The Committee is asked to consider whether or not it wishes the Town Council to become members of NALC and SPCA **[ENCLOSURE NO. 5].**

8. UPDATED MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS
The Committee is asked to review the updated Model Financial Regulations for Local Councils **[ENCLOSURE NO. 6].**

9. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

10. CONFIDENTIAL MINUTES
To approve as a correct record the Confidential Minutes of a meeting of the Policy and Resources Committee held on 07 May 2024 [Minute Nos. 66-68] **[ENCLOSURE NO. 7 - PINK]**.

11. REPLACEMENT OF SUPPLIER – IT PROVISION

The Committee is asked to consider the IT provision **[ENCLOSURE NO. 8A, 8B AND 8C - PINK]**.

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

You will also now have the opportunity to discuss specific items on the agenda as the Chair now has the discretion to allow you to speak where you have a legitimate interest in the item. Again, you will need to give three working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chair may decide to limit the number of speakers or ask for a spokesperson to be appointed.

Generally, in respect of both speaking in the public forum and to specific agenda items you will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON TUESDAY 07 MAY 2024 COMMENCING AT 6.00 PM

PRESENT

Councillor Woodward (in the Chair)
Councillors Bacon, Banevicius, D Ennis (from 6.01pm), Flanagan, Hancox (from 6.05pm), Norman, P Taylor, Tranter and Wittstock

In attendance
Ms J Minor, Deputy Clerk

PUBLIC FORUM
No questions were raised by members of the public.

56. APOLOGIES FOR ABSENCE

Councillor Evans (Prior Meeting Commitments)

The reason for the apology was approved.

57. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

58. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the minutes.

It was proposed by Councillor Tranter and seconded by Councillor Flanagan and following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 11 March 2024 (Minute Nos. 46-55) be approved as a correct record.

59. SCHEDULE OF PAYMENTS

Councillor Woodward referred to item no. 13 on the schedule and in particular the digging spade and asked if the BuRRT Team could provide an inventory of equipment. Councillor P Taylor thought that this might be micro managing however Councillor Wittstock felt that this was not necessarily a negative but that the inventory would enable Councillors and the BuRRT Team to ascertain if more equipment would be needed to carry out certain jobs/tasks in the future. Councillor D Ennis felt that the creation of a list of tools would ascertain if future jobs could be carried out cost effectively and referred to the payments made in respect of the greenhouse. He felt that it may have been more cost effective if the Town Council had purchased a new greenhouse, even though we had recycled the shell of an old one this had come at a

AGENDA ITEM 3 – ENCLOSURE NO. 1

cost. Councillor Norman stated that on this schedule of payments alone item nos. 54, 55, 72, 73, 74 and 75 all related to the greenhouse.

Councillor Flanagan asked if item nos. 54 and 55 were recorded in error as both items related to the purchase of gravel for the base for the greenhouse. The Deputy Clerk confirmed that these items referred to two separate invoices as the BuRRT Team had made two separate journeys to G E Collis and Sons Limited. *Post Note: Invoice No. 191709 dated 08 March 2024 and invoice no. 191719 dated 11 March 2024.*

Councillor Flanagan referred to item no. 57 new flagpole and it was **agreed** that the Town Clerk would provide an update on the insurance claim.

Post Note:
The Town Clerk has been following up the insurance claim that was registered with Zurich. Staffordshire Police have been unable to supply some relevant information (i.e. – details of officers in attendance at the incident, and the third-party driver).

Members referred back to the cost of the greenhouse and Councillor Woodward explained that with best intentions it does not always mean the cheapest. Councillor D Ennis stated that a conversation should have been had and a plan should have been thought through as a new greenhouse would have come with a warranty. As there appeared to be no original idea or suggestion regarding the greenhouse, Councillor Woodward stated that options needed to be considered in the future.

Following a unanimous show of hands it was

RESOLVED That the schedule of payments from 01 March 2024 to 30 April 2024 in the sum of £95,786.22 and the Petty Cash Spend from 15 March 2024 to 12 April 2024 be approved and noted and that concerns and queries raised would be followed up.

60. WORKS PROGRAMME

Councillor Woodward explained that the works programme had been condensed down. Members referred to the works programme in depth, page by page.

Brighter Burntwood
Councillor Woodward referred to the proposed wildflowers planting at Sister Dora Avenue and confirmed that the work had commenced. Councillor Norman said that he would like to see a progress report on the planters. Councillor D Ennis referred to the SCAMP monument at Sankey's Corner. He said that maintenance was needed to the monument i.e. moss, weeds and mortar and confirmed that he had raised the matter with the BuRRT Team. He confirmed that there was a budget for maintenance. *Post Note: cost centre 215; nominal code 4550 - £250 2024-25 budget.*

Restoration of Finger Posts
The Deputy Clerk confirmed that the restoration of all of the finger posts identified had not been completed. Councillor D Ennis explained that the target date of April 2024 was aspirational and that the weather had been against us. The target date was reassessed and it was **agreed** that the new target date would be June 2024.

Cycle Racks
Councillor D Ennis gave a brief update on the current situation regarding the installation of the cycle rack at Sankey's Corner.

Policy Updates
Councillor Woodward confirmed that policy documents would be reviewed by Full Council on 23 May 2024.

IT Strategy
Councillor D Ennis confirmed that the IT Strategy had been passed back to the Town Clerk some six weeks ago following his input. He confirmed that three companies had been identified to go out to tender. A progress report was needed.

Councillor Banevicius asked if a footnote could be included on the works programme so that members of the public could be made aware of the works already completed. Councillor P Taylor pointed out that the works programme did not include the work carried out on a daily basis. Councillor D Ennis queried how long should the work completed be kept on the works programme and Councillor Banevicius said that this could be an audit trail. Councillor Norman suggested a separate list could be placed on the website. Councillor Tranter suggested perhaps an annual update. It was **agreed** that a footnote would be added to the works programme.

Further Updates

Chase Terrace Community Centre

Councillor D Ennis confirmed that the Town Council had received confirmation in March from the Department of Levelling Up, Housing and Communities that the bid of £180,131 was successful. The Town Council have been assigned a Grants Officer who has made initial contact to introduce themselves and requested the completion of two forms to summarise details of the project and to share our bank details for future payments, both of which have been completed and returned. The Town Clerk, Leader of the Council and Community Development and Engagement Officer held an initial meeting with the Grants Officer via Teams on 29 April 2024. This provided the opportunity for both sides to discuss the project in more detail, ask any questions, and for the Grants Officer to explain reporting requirements and payment schedules. The Town Council have begun the tendering process to select a contractor and have advertised the project on our website and the Government's contracts finder online portal, which closes on 14 April 2024. As of 07 May 2024, three bids have been received and the Leader and Community Development and Engagement Officer have another five contractors who have expressed an interest, three of which have arranged site visit this week.

Councillor Woodward referred to previous discussions regarding potential parking of vehicles at the Scout HQ and St John's Community Church and asked if the Town Clerk could be asked to provide an update on this and the proposed arrangements for bookings etc once the Centre is open.

Larks Rise Community Woodland

By way of background information Councillor Woodward informed Members that a report had been submitted to Full Council on 11 November 2021. The purpose of the report was to seek the Town Council's acceptance of an offer of sponsorship from Mercian Labels to create a community woodland on the Stables Way Public Open Space.

Following discussions with Lichfield District Council (LDC) facilitated by the Town Council the Stables Way Public Open Space was identified as a suitable site for the project. The agreement stated that the Town Council would be obliged to undertake the planting scheme, prepared by Mercian Labels. The sponsorship offer covered the maintenance of the woodland planting over the five-year establishment period. During this period, the trees would be weeded and watered, and any loses replaced. An annual inspection would be undertaken by LDC's Operational Services Department to ensure compliance. After 5 years the maintenance responsibility would transfer over to LDC. Upon a recent inspection by LDC's Operational Services Department it was found that some of the saplings had died.

The Town Clerk visited the site a couple of weeks ago with Carl from COGS to get a view on cost of clearing the area to get it ready for replanting. Carl suggested that the BuRRT Team needed to remove all the stakes and support tubes and leave it a couple of weeks to establish exactly what is in place.

The BuRRT Team have carried out the work and reported that actually, around half of the saplings have survived. They also planted some spare Oak trees the Town Council had purchased for the Coronation project. These are slightly more mature and in good condition.

A detailed report is awaited from COGS about next steps e.g. clearing the dead saplings and some sort of scheme to replace and renew. Councillor Norman has also asked LDC to repair their sign which looks quite rotten. The Town Clerk will also be engaging with Mercian Labels to cover some the costs as per the initial agreement with them.

The Town Clerk is suggesting that the Town Council fund the removal of the dead saplings (COGS to provide quotation – this work could either be carried out by COGS or BuRRT depending on what is needed), Mercian Labels pays for new saplings as per the initial agreement with them (quotation yet to be obtained) and Town Council obtain quotation for maintenance i.e. watering (quotations yet to be obtained).

Traffic Islands – Chevrons
Following the Policy and Resources Committee held on 11 March 2024 the Town Clerk had requested that the County Officers look at the matter as it was felt that the chevrons were looking unkept and were in need of a "clean". They had replied that it was a low priority and because of a limited funding pot it was unlikely any work would be done. He had also reported it to Staffordshire County Council via the reporting tool. He had also advised the County Councillors about the issue and asked if anything could be done. The Town Clerk had spoken to the BuRRT Team to ascertain if the work could be safely undertaken. The BuRRT Team confirmed that they would need help from Lichfield District Council regarding traffic management scheme and that the cost would be around £150 for paint. They would pressure wash them first. The BuRRT Team are currently completing a full risk assessment.

Councillor Norman stated that he could not remember having a discussion or making a decision on painting of the chevrons he thought that it was just to clean them with a pressure wash or similar.

Councillor Norman asked if the Town Clerk could ask the following question:
Were the chevrons there for road safety issues.

RESOLVED That comments on the Work Programme would be followed up and reported back to the Committee.

61. SAFEGUARDING CHILDREN AND ADULTS AT RISK OF ABUSE AND NEGLECT POLICY AND PROCEDURE

Councillor Woodward referred to pages 8 and 9 of the Policy and in particular Roles and Responsibilities for Elected Members and Staff (particularly the Town Clerk) and having appropriate training to assist them.

Councillor Norman raised the importance of awareness and confirmed that he was the safeguarding governor at Chasetown Community School. He confirmed that Stafford Borough Council had a similar policy.

Councillor Flanagan referred to page 8 and in particular the Key Contact Information was out of date and included the previous Town Clerk's details. He stated that 01543 677166 number was within office hours and there was no out of hours numbers. Councillor Norman felt that the number 999 immediate danger should be included on the Key Contact Information.

Councillor D Ennis queried who was the safeguarding lead as it states in some parts of the Policy that it is the Chair and in other parts of the Policy is states the Leader.

Councillor Banevicius suggested that a flow chart could be included in the Key Contact Information.

Councillor Banevicius asked what is the Town Council's policy on DBS (Disclosure and Barring Service). She asked what checks are carried out on staff particularly those carrying out work in the community (in particular the BuRRT Team and the Community Development and Engagement Officer) and attending the Town Council's events i.e. Play in the Parks and Festival Wakes as she felt that it was essential that staff were DBS checked. She also made reference to groups who attended MHA Communities based at the Old Mining College Centre. Councillor Banevicius confirmed that companies cannot keep copies of the DBS Certificates only the numbers and "anything to disclose" could be discussed at annual appraisals as any information included on a DBS will only be accurate at the time the check is carried out unless the applicant has signed up for the DBS update service.

Councillor Banevicius felt that people employed by the Town Council or even volunteering on behalf of the Town Council should be DBS checked.

Councillor D Ennis confirmed that his company DBS members of staff who are going into peoples homes and it is up to a member of staff to disclose any appropriate activity in between for example appraisals.

The Deputy Clerk reported that she together with the Response and Repair Principal Team Member were the only members of staff with DBS clearance and the Committee Members **agreed** that this should be followed up as a matter of urgency.

Summarising, Councillor Woodward felt that raising awareness was key together with the appropriate training and development framework (Page 46) and asked, once the Policy had been updated, this could be sent to all Members including a read receipt. The Policy needed to include a flow chart and Town Council staff needed to be DBS checked and appropriate training for staff and Members needed to be arranged.

Councillor D Ennis asked if the amended Policy could be reviewed by staff and staff feedback could be given.

It was agreed to defer a 5-person panel at this stage.

Councillor Banevicius suggested contacting Keelys as the Town Council should have access to a suite of documents.

Councillor P Taylor referred to Page 14 and in particular Cyber Bullying and felt that the information was out of date.

RESOLVED That the policy document be updated in line with the comments made by Members and circulated to all Members and staff.

62. DEMENTIA AWARENESS ACTION PLAN FOR BURNTWOOD

Councillor D Ennis said that he was unsure why we were reviewing this as we now had an independent DFC working group set up – are they doing it or is the Town Council doing it. Councillor Woodward, in response echoed his concerns.

Councillor Woodward referred to Action Point 2 of the Action Plan and asked what does Members dementia champions to be appointed entail. She also felt that Action Point 3 – Town Councillors to map dementia provision in their respective wards should be carried out by Dementia Working Group which was chaired by Mrs Williams.

Councillor Norman referred to Action Point 5 and felt that you cannot force businesses to be more dementia friendly but can make them awareness of the benefits. Councillor Banevicius asked if Café Fika located on Chasetown High Street could be asked if they would hold dementia friendly cups etc. She also felt that more sitting provision was needed around the town and greater knowledge of signposting.

Councillor Woodward stated is it the Town Council's ongoing responsibility or is it the independent group's responsibility. Where does the Town Council's responsibility end as we are only a Parish Council and she referred to Staffordshire County Council, County Councillors and Primary Care Networks responsibilities.

Councillor Norman felt that it was our role to raise awareness as we are closest to the people [grassroots].

Councillor Tranter felt that a page on our website signposting people would be beneficial.

Councillor Woodward referred to a dementia diagnosis event that took place at the Memorial Institute on 24 April. Councillor P Taylor said that it was well attended however only one GP surgery out of three had sent a text message to their eligible patients ahead of the event. It was hoped that another diagnosis event would take place later in the year.

Summarising Councillor Woodward asked for clarification on the different roles of the Town Council and the Working Group and thanked the Community Development and Engagement Officer for helping to organise the dementia diagnosis event on 24 April.

RESOLVED [i] That the differing roles of the Town Council and the Dementia Friendly Community Working Group be clarified and [ii] that the Town Council continues to raise awareness of those living with dementia and offer support to the Working Group where appropriate.

63. ANTI-FRAUD AND CORRUPTION POLICY

Councillor Woodward referred to Page 4 and Page 5 of the Policy and in particular the Members' Role and Responsibilities, Employees' Role and Responsibilities and Town Clerk and Finance Officer's Role and Responsibilities. Even though the Town Council have very robust policies, she highlighted the need for "proportionality" (paragraph 3.3.2) and the expectation (paragraph 3.2) "that current best practice will always be followed".

Councillor Flanagan asked if the numbering in the Policy could be amended.

Following a unanimous show of hands it was

RESOLVED That the Anti-Fraud and Corruption Policy be adopted.

64. VALUES STATEMENT

Councillor Woodward referred to the Full Council meeting held on 14 March 2024 and in particular the question she had submitted and she confirmed that this is just for formalising.

Councillor D Ennis pointed out that other Council's Values "Package" has three or four headings and suggested that the Town Council's Values Statement could be built on in the future.

It was proposed by Councillor Bacon and seconded by Councillor Tranter and following a unanimous show of hands it was

RESOLVED That the Values Statement be adopted.

65. PURCHASE OF DEFIBRILLATOR BATTERIES AND PADS

Members were advised that since the last Committee meeting held on 11 March 2024 defibrillator batteries and pads had been purchased in the sum of £2,469.50 plus VAT (Cost Centre 214; Nominal Code 4764). The budget agreed by Full Council on 15 November 2023 for Other Community Projects (including defibrillators) was £10,000. Batteries have a life cycle of maximum 8 years and pads are routine maintenance.

The Committee noted the information provided.

66. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

67. CONFIDENTIAL MINUTES

See Confidential Minutes.

68. TO CONSIDER CONTRACTORS FOR TREE MAINTENANCE AT ST MATTHEWS CEMETERY

See Confidential Minutes.

(The Meeting closed at 7.40 pm)

Signed ……………………………………………….

Dated ……………………………………………….

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
1	01	05	24	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
2	02	05	24	Amazon	Charity Large Cheque	CARD	301/4361	18.06	3.62	21.68
3	02	05	24	Amazon	Powarobor 2 Pack 18V Batteries	CARD	212/4766	88.32	17.66	105.98
4	06	05	24	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
5	12	05	24	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	52.58	10.52	63.10
6	13	05	24	Amazon	25 Litre Water Storage Containers	CARD	212/4766	14.96	2.99	17.95
7	15	05	24		Employee Costs Month 2	BACS	107/4019 & 104/4019	10,998.09	0.00	10,998.09
8	15	05	24		LGPS Month 2	BACS	107/4019 & 104/4019	4,154.89	0.00	4,154.89
9	15	05	24		NI/PAYE Month 2	BACS	107/4019 & 104/4019	3,272.83	0.00	3,272.83
10	15	05	24	Sage	Payroll [period 01-05-24 to 31-05-24]	DD	107/4139	8.00	1.60	9.60
11	15	05	24	Octopus Energy	OMCC Gas & Electric [period 05-04-24 to 30-04-24]	DD	104/4055	781.09	156.22	937.31
12	15	05	24	Screwfix	Oil for Hedge Strimmer	BACS	104/4056	5.41	1.08	6.49
13	15	05	24	Screwfix	Concrete Screwbolts	BACS	215/4550	5.83	1.16	6.99
14	15	05	24	Screwfix	Site Dispose Gloves	BACS	212/4766	9.16	1.83	10.99
15	15	05	24	Screwfix	AAA Batteries	BACS	104/4056	12.91	2.58	15.49
16	15	05	24	Screwfix	Maintenance to Fingerposts - Roller & Roller Tray	BACS	214/4764	9.16	1.82	10.98
17	15	05	24	Screwfix	Maintenance of Fingerposts 18v Multi Tool	BACS	214/4764	83.33	16.66	99.99
18	15	05	24	Screwfix	Masking Tape & Expanding Foam & 2-Section Ladder	BACS	214/4764 & 104/4056	199.86	39.97	239.83
19	15	05	24	G E Collis and Sons Limited	Bolts	BACS	104/4056	3.45	0.66	4.11
20	15	05	24	G E Collis and Sons Limited	Chase Terrace Community Centre - Key Cutting	BACS	502/4065	6.58	1.32	7.90
21	15	05	24	G E Collis and Sons Limited	Maintenance of Traffic Islands - 50mm Poles	BACS	205/4241	7.43	1.48	8.91
22	15	05	24	G E Collis and Sons Limited	Maintenance of Fingerposts - face mask, safety glasses, goggles	BACS	214/4764	14.97	2.99	17.96
23	15	05	24	G E Collis and Sons Limited	Maintenance of Fingerposts - brushes	BACS	214/4764	7.50	1.49	8.99
24	15	05	24	G E Collis and Sons Limited	Plugs and Brackets for Bus Shelter	BACS	202/4241	4.97	1.02	5.99
25	15	05	24	G E Collis and Sons Limited	Maintenance of Fingerposts - roller, brush, hammerite	BACS	214/4764	67.94	13.58	81.52
26	15	05	24	Staffordshire Signs and Graphics	Boots Island Signage - Bridge Cross Road/Sycamore Road	BACS	205/4304	260.00	52.00	312.00
27	15	05	24	Staffordshire Signs and Graphics	Boots Island Signage - Morrisons/High Street	BACS	205/4304	260.00	52.00	312.00
28	15	05	24	inLIFE Design Limited	Website Package, Security Updates, Hosting and Backups - April 24	BACS	108/4171	229.00	45.80	274.80
29	15	05	24	Staffordshire Pest Control Limited	OMCC Pest Control from 23/04/24 to 22/07/24	BACS	104/4056	60.00	12.00	72.00
30	15	05	24	Viking	Office Stationery & Toilet Cleaner	BACS	104/4059 & 107/4211	60.54	12.11	72.65
31	15	05	24	RB Services	Portable Appliance Testing	BACS	104/4059 & 107/4059	143.78	28.76	172.54
32	15	05	24	Roadtech Cutting Services Limited	Market Road Closure - April 2024	BACS	213/4398	650.00	130.00	780.00
33	15	05	24	J&M Electrical Supplies	12mm x 600mm SDS Bit	BACS	104/4056	9.95	1.99	11.94
34	15	05	24	Black Rose Solutions Limited	Internal Audit	BACS	107/4234	595.50	119.10	714.60
35	15	05	24	Pennon Water Services Limited	Community Centre - Water [period 23.12.23 to 26.03.24]	BACS	502/4023	54.32	5.67	59.99
36	23	05	24	Morrisons	Gift to outgoing Chair	CASH	301/4361	25.00	0.00	25.00
37	25	05	24	MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period April-24]	DD	107/4211	134.73	26.94	161.67
38	30	05	24	Yee Group Limited	OMCC Fire Alarm System Routine Service	BACS	104/4056	243.85	48.77	292.62
39	30	05	24	The Stambridge Group Limited	Cemetery Open & Close April 2024	BACS	401/4863	272.00	54.40	326.40
40	30	05	24	The Stambridge Group Limited	Yearly Key Holding Registration Fee 2024	BACS	104/4056	150.00	30.00	180.00

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
41	30	05	24	TechCare Limited	Monthly IT Support	BACS	107/4139	884.23	176.85	1,061.08
42	30	05	24	Screwfix	Maintenance to SCAMP	BACS	215/4550	23.98	4.79	28.77
43	30	05	24	Screwfix	Sealant Gun, Rubble Sacks & Gloves	BACS	401/4163 & 502/4065	18.12	3.63	21.75
44	30	05	24	Bert and Gerts Limited	Market 12.05.24	BACS	213/4398	370.00	74.00	444.00
45	30	05	24	Cathedral Leasing Limited	OMCC Quarterly Supply of Hygiene Services	BACS	104/4059	84.48	16.90	101.38
46	30	05	24	G E Collis and Sons Limited	OMCC Garden - Bucket, Connector, Water Butt, Sanding Blocks	BACS	104/4056	69.73	13.95	83.68
47	30	05	24	G E Collis and Sons Limited	Black Paint	BACS	212/4766	21.95	4.38	26.33
48	30	05	24	G E Collis and Sons Limited	Maintenance of Fingerposts	BACS	100/4998	43.08	8.61	51.69
49	30	05	24	G E Collis and Sons Limited	OMCC Garden - Compost, Chain, Padlock, Primer Spray	BACS	104/4056	110.73	22.14	132.87
50	30	05	24	G E Collis and Sons Limited	OMCC Garden & Maintenance of Fingerposts	BACS	104/4056 & 100/4998	27.34	5.46	32.80
51	30	05	24	Chase Engraving Centre	Cemetery - Memorial Plaques	BACS	401/4163	40.00	0.00	40.00
52	30	05	24	The Card Network	Councillors ID Cards	BACS	107/4059	260.00	52.00	312.00
53	30	05	24	Diamond Fire & Security	Community Centre - Fire Risk Assessment	BACS	502/4065	350.00	70.00	420.00
54	30	05	24	Roadtech Cutting Services Limited	Road Closure Market 12.05.24	BACS	213/4398	650.00	130.00	780.00
55	30	05	24	Staffordshire Signs and Graphics	Staff Workwear	BACS	107/4059	125.05	25.01	150.06
56	30	05	24	Fire Services Central Limited	Fire Extinguishers and Service	BACS	104/4056	389.14	77.83	466.97
57	30	05	24	Much Ado About Insurance	Wakes Festival - Insurance	BACS	213/4390	1,156.23	0.00	1,156.23
58	31	05	24	Focus Group	Monthly Line Rental	DD	107/4057	161.64	32.33	193.97
59	01	06	24	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
60	03	06	24	Amazon	Play in the Parks - Bubble Machine	CARD	213/4761	30.82	6.16	36.98
61	03	06	24	Amazon	Play in the Parks - Bubble Machine Bubble	CARD	213/4761	10.74	2.16	12.90
62	03	06	24	Amazon	Play in the Parks - Bird Aircraft Gliders	CARD	213/4761	5.84	1.16	7.00
63	03	06	24	Amazon	Play in the Parks - Unicorn Flying Gliders	CARD	213/4761	12.45	2.50	14.95
64	03	06	24	Amazon	Play in the Parks - World War II Gliders	CARD	213/4761	12.05	2.40	14.45
65	06	06	24	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
66	11	06	24	Lloyds Bank	Petty Cash Top-Up	CARD	107/4059	100.00	0.00	100.00
67	11	06	24	Lloyds Bank	Cash Fee	CARD	107/4059	2.50	0.00	2.50
68	11	06	24	Amazon	4x6 foot Rainbow Flag 6 stripes	CARD	214/4764	10.78	2.16	12.94
69	12	06	24	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	52.58	10.52	63.10
70	14	06	24		Employee Costs Month 3	BACS	107/4019 & 104/4019	12,418.95	0.00	12,418.95
71	14	06	24		LGPS Month 3	BACS	107/4019 & 104/4019	4,730.30	0.00	4,730.30
72	14	06	24		NI/PAYE Month 3	BACS	107/4019 & 104/4019	3,888.85	0.00	3,888.85
73	14	06	24	PPL PRS Limited	Wakes Festival 2024 PPL PRS Licence	BACS	213/4390	243.32	48.66	291.98
74	14	06	24	CPC	Cloakroom Items	BACS	104/4059	46.56	9.31	55.87
75	14	06	24	Viking	Office Stationery	BACS	107/4211	62.84	12.57	75.41
76	14	06	24	Zurich Municipal	Town Council Insurance	BACS	107/4221	5,657.03	0.00	5,657.03
77	14	06	24	Burntwood Be A Friend	Chair's Chosen Charity 2023/24	BACS	301/1062	500.00	0.00	500.00
78	14	06	24	X-Net [Services] Limited	Renewal of burntwood.gov.uk from 18.08.24 to 17.08.34	BACS	108/4171	625.00	125.00	750.00
79	14	06	24	Sage	Payroll [period 01-06-24 to 30-06-24]	DD	107/4139	8.00	1.60	9.60
80	14	06	24	Octopus Energy	OMCC Gas & Electric [period 01.05.24 to 02.06.24]	DD	104/4055	713.76	142.75	856.51
81	14	06	24	inLIFE Design Limited	Website Package, Security Updates, Hosting and Backups - May 24	BACS	108/4171	229.00	45.80	274.80
82	14	06	24	G E Collis and Sons Limited	Screws for BuRRT	BACS	212/4767	3.20	0.64	3.84
83	14	06	24	Nature's Burrow Limited	Wakes Festival 2024 - Petting Zoo	BACS	213/4390	495.00	0.00	495.00
84	14	06	24	Chase Engraving Centre	Burntwood Cemetery - Memorial Plaque	BACS	401/4163	20.00	0.00	20.00
85	14	06	24	Lichfield District Council	Tree Inspections : OMCC, Coulter Lane & Burntwood Cemetery	BACS	104/4056 & 209/4241	548.00	109.60	657.60

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
86	19	06	24	Amazon	Play in the Parks - 5 Rope Quoits	CARD	213/4761	23.32	4.67	27.99
87	19	06	24	Amazon	Play in the Parks - Croquet Set	CARD	213/4761	16.66	3.33	19.99
88	25	06	24	Amazon	Play in the Parks - Crayons	CARD	213/4761	9.12	1.83	10.95
89	26	06	24	GOV.UK	Basic DBS Check	CARD	107/4059	18.00	0.00	18.00
90	27	06	24	GOV.UK	Basic DBS Check	CARD	107/4059	18.00	0.00	18.00
91	28	06	24	GOV.UK	Basic DBS Check	CARD	107/4059	18.00	0.00	18.00
92	28	06	24	Mikey Teas	Wakes 2024 - Food Provision	BACS	213/4390	1,380.00	0.00	1,380.00
93	28	06	24	Mikey Teas	Play in the Parks - Food Provision 05.08.24	BACS	213/4761	690.00	0.00	690.00
94	28	06	24	Mikey Teas	Play in the Parks - Food Provision 14.08.24	BACS	213/4761	690.00	0.00	690.00
95	28	06	24	Arthur J Gallagher Insurance	BuRRT Insurance 17.06.24 to 16.06.25	BACS	212/4767	984.46	0.00	984.46
96	28	06	24	TechCare Limited	Monthly IT Support	BACS	107/4139	884.23	176.85	1,061.08
97	28	06	24	Bert and Gerts Limited	Market 09.06.2024	BACS	213/4398	370.00	74.00	444.00
98	28	06	24	Lichfield Community Media CIC	Lichfield & Burntwood Independent Quarter Page 13.06.24	BACS	108/4171	63.00	0.00	63.00
99	28	06	24	The Stambridge Group Limited	Cemetery - Open & Close May 2024	BACS	401/4863	323.00	64.60	387.60
100	28	06	24	D.T.H. Churchyard & Cemetery Services	Cemetery Grave Digger	BACS	401/4810	600.00	0.00	600.00
101	28	06	24	Roadtech Cutting Services Limited	Market Road Closure 09.06.2024	BACS	213/4398	650.00	130.00	780.00
102	28	06	24	Focus Group	Monthly Line Rental	DD	107/4057	161.64	32.33	193.97
103	28	06	24	British Gas	Community Centre Gas [period 23.12.23 to 05.06.24]	BACS	502/4055	176.29	8.81	185.10
104	28	06	24	Staffordshire County Council	Hire of Library Room [23.06.24]	BACS	107/4059	30.00	0.00	30.00
105	28	06	24	Screwfix	Cable Reel, Black Permanent Marker, Kitchen Mixer Tap	BACS	104/4056	121.64	24.32	145.96
106	28	06	24	G E Collis and Sons Limited	F' Wood Moulding, Decking Screws, Post Toppers	BACS	104/4056	51.82	10.34	62.16
107	28	06	24	MB Office Systems Limited	Photocopier Charges for Mono & Colour [Billing Period April-24]	DD	107/4211	111.11	22.22	133.33
108	01	07	24	Lloyds Bank	Monthly Fee	CARD	107/4165	3.00	0.00	3.00
109	01	07	24	GOV.UK	Basic DBS Check	CARD	107/4059	18.00	0.00	18.00
110	04	07	24	Ebay	OMCC - Vacuum Replacement Items	CARD	104/4059	17.80	0.00	17.80
111	06	07	24	Poster My Wall	Monthly Subscription	CARD	108/4171	8.93	0.00	8.93
112	12	07	24	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	52.58	10.52	63.10
113	15	07	24		Employee Costs Month 3	BACS	107/4019 & 104/4019	12,149.26	0.00	12,149.26
114	15	07	24		LGPS Month 3	BACS	107/4019 & 104/4019	4,573.20	0.00	4,573.20
115	15	07	24		NI/PAYE Month 3	BACS	107/4019 & 104/4019	3,690.15	0.00	3,690.15
116	15	07	24	Screwfix	Construction Pencils and Replacement Lead	BACS	212/4766	31.63	6.33	37.96
117	15	07	24	Screwfix	Heavy Duty Rubble Sacks	BACS	104/4056	6.66	1.33	7.99
118	15	07	24	Screwfix	Nails	BACS	104/4056	23.74	4.74	28.48
119	15	07	24	Screwfix	Fingerposts - Sander	BACS	100/4998	70.83	14.16	84.99
120	15	07	24	Screwfix	BuRRT Tools - Engine Oil & Fuel Can	BACS	212/4766	12.90	2.58	15.48
121	15	07	24	Screwfix	Fingerposts - Sander Discs	BACS	100/4998	9.98	1.99	11.97
122	15	07	24	G E Collis and Sons Limited	Cold Lay Tarmac, Clamps & Saw	BACS	401/4863 & 104/4056	46.69	9.35	56.04
123	15	07	24	Sage	Payroll [period 01-07-24 to 31-07-24]	DD	107/4139	8.00	1.60	9.60
124	15	07	24	Octopus Energy	OMCC Gas & Electric [period 03-06-24 - 30-06-24]	DD	104/4055	574.85	96.09	670.94
125	15	07	24	British Gas	Community Centre Gas [period 05-06-24 - 22-06-24]	BACS	502/4055	185.10	16.28	201.38
126	15	07	24	Viking	Office Stationery	BACS	107/4211	66.45	13.29	79.74
127	15	07	24	D.T.H. Churchyard & Cemetery Services	Cemetery Grave Digger	BACS	401/4810	400.00	0.00	400.00
128	15	07	24	Stannah Lift Services Limited	OMCC Lift [period 28-06-24 - 27.09.24]	BACS	104/4056	89.35	17.87	107.22
129	15	07	24	Pennon Water Services Limited	Burntwood Cemetery Water Charges	BACS	401/4863	52.13	0.00	52.13
130	15	07	24	Pennon Water Services Limited	OMCC Water Charges & Sewerage Charges	BACS	104/4023	858.00	0.00	858.00

	DATE PAID			PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
								£	£	£
131	15	07	24	Staffordshire Signs and Graphics	Supply & Fit Printed QR Code - BuRRT	BACS	108/4171	15.00	3.00	18.00
132	15	07	24	British Gas	Community Centre Electricity [period 12.05.24 to 13.06.24]	BACS	502/4055	72.69	3.64	76.33
133	15	07	24	Storm in a Teacup Circus	Wakes 24 - Bubble Ologist - Deposit	BACS	213/4390	65.00	13.00	78.00
134	15	07	24	Magic Party	Wakes 24 - Balloon Modellers	BACS	213/4390	175.00	0.00	175.00
135	15	07	24	The Creation Station	Wakes 24 - Dinosaur Craft Workshop	BACS	213/4390	300.00	0.00	300.00
136	15	07	24	Screwfix	BuRRT Multi Tool	BACS	212/4766	224.99	45.00	269.99
137	15	07	24	G E Collis and Sons Limited	Items for Planter, OMCC Garden & Community Centre	BACS	104/4056 & 502/4065	63.02	12.57	75.59
138	15	07	24	Greenhills Nursery	Items for Planter & Welcome Signage	BACS	206/4241	62.00	0.00	62.00
139	15	07	24	BNP Paribas Leasing Solutions	Lease of photocopier	DD	107/4211	100.63	20.13	120.76
140	15	07	24	inLIFE Design Limited	Website Package, Security Updates, Hosting and Backups - June 24	BACS	108/4171	229.00	45.80	274.80
								89,859.97	**3,033.23**	**92,893.20**

PETTY CASH SPEND

DATE	ITEM	SPEND	CASH OUT BANK
10.05.24	Metallic Silver Paint	£2.50	
23.05.24	Flowers for Outgoing Chair	£25.00	
09.06.24	Bleach & Refuse Sacks	£3.05	
10.06.24	Keys for Cemetery	£16.00	
11.06.24	Petty Cash Top Up		£100.00
13.06.24	Washing Up Liquid	£2.75	
27.06.24	Cloakroom Items	£2.39	
03.07.24	OMCC - Petrol	£6.00	
03.07.24	AA Batteries	£2.85	
	Balance	£69.51	

AGENDA ITEM 4 - ENCLOSURE NO. 2B

	Work Item	**Date**	**Decision**	**Action update**	**Target Date**	**Officer Lead**	**Member Lead**
1.	Brighter Burntwood. *Planters, wildflowers, hanging baskets, traffic islands*	11.03.24 17.04.23	Leadership team agreed to lay out a pilot wildflower meadow at Sister Dora Avenue	*LDC team have agreed to undertake appropriate works immediately in time for display this summer.* *Land planted by LDC in March, letters delivered to neighbours. Hopeful for a great display.* *Wild flowers blooming providing a great visual display, Many positive comments received.* *Looking for suitable POS to repeat for 2025.*	Spring 2024	Steve Lightfoot	Cllr Norman
2.	Restoration of Finger Posts – to examine the possibility of restoring the three historic finger posts in the Parish of Burntwood	01 December 2022	The Town Council adopt the fingerposts [namely corner of Farewell Lane, Junction of Hospital Road and Junction of Coulter Lane] and use in-house resource to refurbish them in place, by cleaning, removing rust and repainting at a cost of	*Still ongoing. Assessment of the state of the posts has been carried out.* *Work started on the repairing/refurbishing as stated.* *Low priority for use of resource. Work is weather dependent.* *2 finger posts restored to great effect. 3 is in significant disrepair, Staff are considering viable plan.*	April 2024	Steve Lightfoot	Cllr Woodward

AGENDA ITEM 5 – ENCLOSURE NO. 3

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
		17.04.24	approximately £1,000.				
8.	CIL Expenditure	17 July 2023	Target date for installation of cycle racks Target date for heritage trail [Both had been approved by P&D Cmtte on 12 May 2022]	*18.07.2023 Locations identified by Cllr D Ennis awaiting inspection on whether the locations are suitable by the Response and Repair Team and then landowners permission will be sought.* *7.9.23 Locations inspected for suitability and 3/5 site owners responded and given permission. Type of rack has been identified with option to powder coat.* *Heritage Trail is external project. Book complete and ready for editing.* *Cycle racks purchased and delivered. Installation underway.* **no information regarding Heritage Trail being developed by voluntary organisation.*	Spring 24	Kat Horner	Cllr Woodward
9.	Standing Orders Code of Conduct Financial Regulation Risk Register Complaints Panel	17 July 2023		*Small Task Groups met.* *Financial Regs under review by NALC.* *Readoption at Annual Council.*	May 24	Steve Lightfoot /Jayne Minor	Cllr Woodward

AGENDA ITEM 5 – ENCLOSURE NO. 3

	Work Item	Date	Decision	Action update	Target Date	Officer Lead	Member Lead
				New model NALC financial regulations to be considered at P&R July 202.			
10.	IT Strategy		To approve tender specifications for on-going replacement of IT	*Draft tender complete. Report back to P&R(May(with recommendation to determine supplier. On course for decision May. Tenders received. To be considered at P&R July 2024.*	May 24	Steve Lightfoot	Cllr D Ennis

AGENDA ITEM 5 – ENCLOSURE NO. 3

Policy and Resources Committee
Wednesday 17 July 2024

REVIEW OF EARMARKED RESERVES

1.0 Purpose of Report

To explain why this Committee should review the Council's Earmarked Reserves and make recommendations to the Town Council for any sums to be released back into General Reserves.

2.0 Background

2.1 The Council at its May meeting asked this Committee to review the level of Earmarked Reserves (EMRs) and make recommendations to the Town Council. This was in response to points about the level of General and Earmarked Reserves in section 7.0 of the report on the Annual Governance and Accountability Return (AGAR) under agenda item 11 of that meeting.

2.2 The principles for any transfers into and out of Earmarked Reserves at the end of the last financial year were approved at the Council's March meeting. The table of Reserves was then finalised following completion of the annual accounts including actual earmarking transfers. Primarily due to the purchase of Chase Terrace Methodist Church, the level of General Reserves at 31st March 2024 (at £105,491) had fallen below the recommended level of cover of between 3 and 12 months of revenue expenditure (with councils of this size expected to be nearer 3 months). This may be identified as an issue by the External Auditors, who have received the AGAR but not yet completed their audit. Some Earmarked Reserves could be released early in the current financial year to return the General Reserves to a more acceptable level.

2.3 In addition, the Practitioner's Guide, setting out proper practices for governance and accounts of smaller authorities, states that:

There is, in practice, no upper or lower limit to EMRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting) and should be separately identified and enumerated.

The Internal Auditor commented that some of the Earmarked Reserves had not changed for several years and, if that remained the case at the end of the current financial year, might warrant comment in her next report.

3.0 Review of Earmarked Reserves

3.1 A review could therefore be carried out with two objectives, the first being to release some of the Earmarked Reserves to return the General Reserves to the recommended level of cover. The second objective would be to review and justify each Earmarked Reserve, recommending the release of all or part of any which can no longer be justified. The list of Earmarked Reserves at 31st March 2024 is given in **Appendix A.**

3.2 Based on budgeted expenditure of around £508,000 for the current financial year, 3 months cover would require General Reserves of £127,000. Thus a release of £20,000 or more would take the General Reserves to an acceptable level of cover.

3.3 Whilst it would be acceptable and prudent to retain some Earmarked Reserves for the Cemetery and Old Mining College for significant/unforeseen maintenance or for development, the current level may be considered unnecessarily high. In addition, there are significant amounts for the Neighbourhood Plan, Town Strategy and Better Burntwood Fund which may not need to be earmarked as such. Smaller amounts earmarked for Maintenance of Scamp, Defibrillators and Street Lighting could perhaps be released and covered from revenue expenditure or General Reserves if required. However, the EMRs for CIL money and for Charity Fundraising must be retained for that purpose only.

4.0 Recommendation

4.1 That the Committee reviews the Earmarked Reserves, justifies all those to be retained and makes recommendations to Council for any releases into General Reserves.

Contact Officer

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Finance Officer
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BURNTWOOD TOWN COUNCIL

EARMARKING OF RESERVES AT YEAR END 2023/24 BASED ON ACTUAL INCOME AND EXPENDITURE AT YEAR END

DESCRIPTION	OPENING BALANCES 31/03/2023 (FINAL) £	NOTES ON EARMARKING AT YEAR END 31/03/2024 (Where earmarking was dependent on unspent budget, principle of earmarking was approved so exact amount finalised on completion of annual accounts)	ADDITIONS DURING YEAR £	DEDUCTIONS DURING YEAR £	CLOSING BALANCES 31/03/2024 (FINAL) £
EARMARKED CAPITAL RESERVES:					
BURNTWOOD CEMETERY	77,412	No change.	0	0	77,412
TOTAL EARMARKED CAPITAL RESERVES	**77,412**		**0**	**0**	**77,412**
EARMARKED REVENUE RESERVES:					
ELECTIONS	47,706	Invoice of £19,544 for 2023 parish elections received in February 2024. Budget of £10,000 allocated for 23/24 so £9,544 to be taken from EMR to cover the additional expenditure.	0	9,544	38,162
TOWN STRATEGY	79,752	Costs of new flagpoles (to date) have been taken from 23/24 Town Strategy budget (per January P & R decision), which was underspent at year end. March Town Council agreed any unspent budget to go into General Reserves, not into this EMR. So no change.	0	0	79,752
COMMUNITY PROJECTS/BETTER BURNTWOOD FUND	73,492	Add unspent 23/24 budget for Better Burntwood, which was £3,230.	3,230	0	76,722
STEPHEN SUTTON BURSARY/YOUTH GRANTS	4,000	23/24 budget was £1,000 but £2,000 was awarded so £1,000 to be taken from this EMR at year end.	0	1,000	3,000
NEIGHBOURHOOD PLAN	15,250	No change.	0	0	15,250
OLD MINING COLLEGE	59,736	No change	0	0	59,736
DEFIBRILLATORS	1,232	Overspend of £767 on Other Community Projects due to defibrillator/phone box refurbishment taken from this EMR.	0	767	465
CIVIC EXPENSES /CHARITY FUNDRAISING	712	Donation of funds raised in 22/23 (£712.44) to Papyrus taken from EMR. Funds raised in 23/24 put into EMR (£278.71) and raffle ticket cost (£7.13) taken out of EMR.	279	720	272
SCAMP: MAINTENANCE	500	No change	0	0	500
EVENTS	21,186	Net underspend on Events of £5,652 put into this EMR (due to unbudgeted Wakes income from sponsorship and advertising offsetting the overspend on budgeted expenditure).	5,652	0	26,838
CIL MONEY	36,636	CIL money can only be spent on specific items and therefore needs to be earmarked. Add CIL income received this year (£7,665.19) to this EMR. Take 23/24 CIL spend of £5,856.14 from this EMR, so earliest CIL income is spent first. £20,000 to be put into new skatepark EMR.	7,665	25,856	18,445
SKATE PARK REPLACEMENT	0	£20,000 taken from CIL funds to create new earmarked reserve for replacement skate park (per March Town Council decision).	20,000	0	20,000
BUS SHELTERS	9,294	Cost of replacement bus shelter (£3,579.65) taken from this EMR.	0	3,580	5,714
STREET LIGHTING	1,500	Unspent 23/24 budget of £994.63 added to this EMR.	995	0	2,495
PUBLIC CONVENIENCES	15,291	£12,000 iniitially allocated to Brighter Burntwood and then full balance allocated per March Town Council	0	15,291	0
BRIGHTER BURNTWOOD	0	Balance transferred from EMR for Public Conveniences to this new EMR.	15,291	0	15,291
TOTAL EARMARKED REVENUE RESERVES	**366,287**		**53,112**	**56,757**	**362,642**
TOTAL EARMARKED CAPITAL AND REVENUE RESERVES	**443,699**		**53,112**	**56,757**	**440,053**
GENERAL RESERVES	**307,701**	£240,000 purchase of Chase Terrace Methodist Church taken from General Reserves.			**105,491**

AGENDA ITEM 6 - ENCLOSURE NO. 4A

Policy and Resources Committee

Wednesday 17 July 2024

NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) AND STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (SPCA) MEMBERSHIP

1.0 Purpose of Report

To request Members of the Committee consider joining NALC and SPCA and make recommendations to Full Council.

2.0 Background

NALC is the national body that represents the interests of 10,000 local (town and parish) councils in England. NALC's aim is to support, promote and improve local councils.

NALC provides a number of services, offer advice and support on matters relating to accounts and audit, and legal responsibilities, and guidance on how to deal with media in a crisis. They also provide a range of useful and relevant publications, such as guides on being a good councillor as well as training event and conferences giving elected members opportunities to learn about new and topical initiatives and share ideas. NALC also produces model policy documents such as Financial Regulations.

NALC is run on a democratic structure. Local councils are members of NALC and their county association. Each county association appoints one elected councillor from their local (parish and town) councils to sit on National Assembly. National Assembly is responsible for the appointment of NALC committees, as well as the management and conduct of NALC.

Membership of NALC would help provide Burntwood Town Council with a stronger voice at the parliamentary and national political level. NALC works to provide a strong national voice and positively influence the external environment on before of local councils.

NALC the annual STAR award for local councils, and this would be an excellent opportunity for Burntwood Town Council to raise its profile and gain national recognition. This award is only open to members of NALC.

The Staffordshire Parish Councils Association is the branch organisation of NALC, and membership would provide local information, networks and support. The SPCA run a Health and Wellbeing project with a specialist project officers to provide support. They also employ a training officer and offer a wide range of relevant courses (eg. Exploring Chairmanship Skills – 2 x 3 hour sessions at a cost of £75), that BTC members and staff would find helpful).

For more information about SPCA - https://spcaonline.org.uk/

For more information about NALC- https://www.nalc.gov.uk/

3.0 Cost

The SPCA membership fee is £315

NALC calculate membership fee based on the number of electors in the parish and they have quoted 20,597 x £0.0794p which is £1635.40

Annual membership cost of NALC and SPCA is a total of **£1950.40p**

Training fees, Conferences etc are paid separately, at a discounted rate for members.

4.0 Recommendation

That Members of the Committee consider joining the NALC and SPCA and recommend to Full Council that we become members.

Contact Officer

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Town Clerk
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MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 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.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
    a) In 1.5 – is the Clerk the RFO?
    b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
    c) In section 4, does the council have committees and how many years are forecast?
    d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
    e) In 5.9, are online prices acceptable evidence?
    f) In 5.13, 5.15 and 5.17, does the council have committees?
    g) In 5.16, will a councillor ever be instructed to place an order?
    h) In 5.20, is there a minimum level for official orders?
    i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
    j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
    k) Section 10 gives two alternatives, with or without petty cash.
    l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
    m) 13.7 and 13.8 are removable if they don't apply to the council.

AGENDA ITEM 8 – ENCLOSURE NO. 6

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

[ENTER COUNCIL NAME] 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 financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

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

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

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

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

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

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

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

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

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

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}

4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.

4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.

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

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

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

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

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

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

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;

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

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

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
- {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
- the council for all items over [£5,000];

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

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

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

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

6. Banking and payments

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

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council’s bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been ‘examined, verified and certified’ by the RFO}.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.

6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.

6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}

6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.

iv. 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 [or finance committee].

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

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

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

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

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

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

7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.

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

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

7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

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

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

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

9. Payment cards

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

9.2. 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].

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

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash

10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash 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 any schedule of payments presented for approval.}

11. Payment of salaries and allowances

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

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

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

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

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

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

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

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

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

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

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}

13.7. {Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}

13.8. {Any income that 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.}

14. Payments under contracts for building or other construction works

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

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

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

15.2. 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.

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

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

16. Assets, properties and estates

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

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

16.3. 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.

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

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

17. Insurance

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

17.2. 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.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. 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.

18. [Charities]

18.1. 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.]

19. Suspension and revision of Financial Regulations

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

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

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

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

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