

## DRAFT UNTIL SIGNED

**Minutes of the Beck Row, Holywell Row & Kenny Hill Parish Council Meeting held on Tuesday 9<sup>th</sup> April 2024 at 7.30pm**

## Attendance:

Councillor Gary Peachey      Chair  
 Ms Jane Spenser              Clerk to the Council  
 Councillor Alan Vickerage    Vice Chair  
 Councillor Sue French  
 Councillor Steve Murrow  
 Councillor Philip Haylock  
**Councillor Gary Harrison (7.40pm)**

Members of the Electorate and other attendees:

3 member of the electorate in attendance.  
 Squadron Leader Andy Bell  
 PC Andrew Green – Community Policing Officer  
 Councillor Roger Dicker – West Suffolk Council Chair

The Chairman opened the meeting at 7:33pm. A reminder to everyone that the meeting was being recorded for accurate writing of the minutes.

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| 5985 | <b><u>Apologies and acceptance for absence</u></b><br><br>Councillor Bailey and Councillor Petric   |  |
| 5986 | <b><u>To resolve the Co-Option of council members</u></b><br><br>All council members resolved to Co-Opt the two applicants by a show of hands. Councillor Harrison joined the remainder of the meeting. Councillor Stannard will attend from the May meeting.<br><br><b>Councillor Harrison joined the meeting 7.40pm</b> |  |
| 5987 | <b><u>To receive member's declaration of interest and dispensations relating to items in this agenda.</u></b><br><br>None were received.  |  |
| 5988 | <b><u>To resolve that the minutes of the meeting of the council held on Tuesday 12<sup>th</sup> March 2024 are a true and correct record.</u></b><br><br>It was resolved that the minutes of the meeting on Tuesday 12 <sup>th</sup> March 2024 were a true and correct record. The minutes were signed by the Chair.     |  |

Signed by Chair of meeting: .....

Date signed: .....

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| 5989 | <p><b><u>Progress Reports for information:</u></b></p> <p><b>a. Clerk including urgent decisions taken since the last meeting.</b><br/>Appendix F – attached with minutes.</p> <p><b>b. The Beacon</b><br/>15.05.24 is the cut off for the next edition. Councillor French will ask Councillor Petric to write a report regarding the Easter Egg Hunt.</p>  |  |
| 5990 | <p><b><u>Public participation session (15 minutes) to include Police, District and County Councillors Reports.</u></b></p> <p><b>a. Squadron Leader Andy Bell – RAF Mildenhall</b></p> <p><u>RAF Mildenhall – Local Council Report – April 2024</u></p> <p>Operational focus remains paramount and is impacting on capacity to take on non-essential tasks: visits in being scoped back considerably. After a low-level meeting last month with WSDC Planners, US Leaders still hoping to meet with West Suffolk District Council Forum late May to discuss a range of issues including future infra projects on-base and local housing availability/cost. Current road conditions, particularly pot-holes and the condition of Eriswell Road remain of concern. The RAF Mildenhall Security Team considering ways to improve traffic flow in and out of the Base in order to ease traffic flow issues on local roads. As part of that, RAF Mildenhall intends to start opening Gate 20 (opposite the Child Development Centre – What3words awestruck.loose.lemons) between 1600-1730 daily to release traffic west-bound (towards Ely) onto the A1101. Base Exercise 07-17 May: 2-week readiness exercise. Expect unusual sights and sounds, including public address system messages.</p> <p>Dates for diary:<br/>9 May: Joan Mann Day<br/>17 Aug: US Air Force Ball<br/>16 Oct: 90th Birthday.</p> <p><b>b. PC Andrew Green – Community Policing Officer</b></p> <p>Reports of anti-social behaviour near Barleycorn Way. PC Green is in the process of dealing with those involved. He has no serious crimes to report. He has once again been out with the speed gun as more of a deterrent than anything else. Councillors brought to the attention of PC Green the coursing of deer that is taking place on the fields. PC Green will investigate this. Councillor Vickerage and fellow Councillors acknowledged the increase of local policing and how that is appreciated and visible.</p> <p><b>c. Councillor Colin Noble – Suffolk County Council</b></p> <p>Nothing to report at this time.</p> |  |

Signed by Chair of meeting: .....

Date signed: .....

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|      | <p><b>d. Councillor Don Waldron – West Suffolk Council</b></p> <p>Nothing to report at this time.</p> <p><b>e. Councillor Roger Dicker – West Suffolk Council Chair</b></p> <p>Councillor Dicker introduced himself. He would like to improve connections between town and parish councils with West Suffolk Council. He is always keen to hear from residents and council members with any issues they would like addressed.</p>  |              |
| 5991 | <p><b><u>To consider planning applications</u></b></p> <p><b>DC/24/0448/HH</b> – Installation of air source heat pump. 27 Aspal Lane, Beck Row. <b>SUPPORT</b></p>   | <b>Clerk</b> |
| 5992 | <p><b><u>Statutory business</u></b></p> <p>a. Review of Internal Control for year ending 31 March 2024<br/><b>APPENDIX G</b></p> <p>The Internal Control document was received and reviewed by council members ahead of the meeting. The Chair and the Clerk signed the internal control during the meeting. The minute reference was noted.</p> <p>b. Annual review of Financial Regulations <b>APPENDIX H</b></p> <p>The Financial regulations were circulated to council members ahead of the meeting for consideration. The council members resolved to adopt the revised regulations for 2024-25.</p> |              |
| 5993 | <p><b><u>Finance:</u></b></p> <p><b>a. To receive for information the bank reconciliations -</b><br/>Appendix A and Appendix B - Reconciliation of Parish Council and Parish Hub bank accounts, previously circulated to members ahead of meeting, for the month ending March 2024, were received.</p> <p><b>b. To approve payments -</b></p> <p>i. Parish Council – appendix C<br/>ii. Parish Hub - appendix D</p> <p>Payments were approved and authorised for payment. Appendix items can be found in the minute folder with signed minutes relating to this meeting.</p>                               |              |

Signed by Chair of meeting: .....

Date signed: .....

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| 5994 | <p><b><u>To approve and adopt circulated policies</u></b></p> <p>It was resolved to adopt the listed policies –</p> <p>Subject Access Request (SAR)<br/>SAR Procedure<br/>Training &amp; Development<br/>Vexatious Complaints<br/>Volunteer</p> <p>The policies will be reviewed annually.</p>   |  |
| 5995 | <p><b><u>To discuss Beacon lighting on 6<sup>th</sup> June 2024, 9.15pm</u></b></p> <p>Councillor Peachey has been discussing service times with St John's Church, this is yet to be confirmed. Councillor Murrow will take on the Beacon lighting with Councillor Haylock. Three wreaths will be ordered for laying at St John's Church War Graves, Kenny Hill War Memorial and Beck Row War Memorial. Timings for wreath laying are expected to be –</p> <p>Kenny Hill – TBC<br/>Beck Row – 8.00pm<br/>St John's Church – 8.30pm</p>   |  |
| 5996 | <p><b><u>To discuss notice boards including Lamble Close</u></b></p> <p>It was resolved to allow a budget of £1000.00 from general reserves to source 3 new boards to replace the boards at Holywell Row and Kenny Hill and to site a new board in Lamble Close. The council members agreed for the Clerk to source the boards and discuss installation with the Parish Keeper.</p>  |  |
| 5997 | <p><b><u>To receive report from the Easter Egg Hunt 2024</u></b></p> <p>Councillor Peachey reported that this year was the most successful yet. 200 Easter Eggs were purchased this year and they were all collected. The craft tables were very popular at the Hub. Young and old all enjoyed the refreshments available and sat down to watch an Easter Film. Fantastic feedback from those completing the trail around the Aspal Close Reserve. Once the eggs were gone there were still people wishing to complete the trail regardless of no eggs.</p> <p>Two serving USAF from RAF Mildenhall and RAF Lakenheath attended on the day to volunteer their time which was a great help.</p> |  |
| 5998 | <p><b><u>To discuss plans for Love Your Village Day, 27<sup>th</sup> April 2024</u></b></p> <p>Supplies of bin bags, gloves and equipment will be available for collection from the Parish Hub at 2pm.</p>   |  |

Signed by Chair of meeting: .....

Date signed: .....

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|      | <p>Councillor Haylock will collect any rubbish that needs transporting after the event.</p> <p>PC Andrew Green will enquire if any police cadets are available to help out.</p> |  |
| 5999 | <p><b><u>Matters for next meeting</u></b></p> <p>Nothing at this time.</p>  |  |
| 6000 | <p><b><u>Date of next meeting</u></b></p> <p>To confirm the date of the next meeting is Tuesday 14<sup>th</sup> May 2024 this will be the Annual Parish Council Meeting.</p>    |  |
| 6001 | <p><b>Meeting closed – 8.22pm</b></p>   |  |

Signed by Chair of meeting: .....

Date signed: .....





Apr 2024  
Appendix C

| Payments - Parish Council April 2024 |             |   |                   |                  |                   |
|--------------------------------------|-------------|---|-------------------|------------------|-------------------|
| Date                                 | status      | Details   | Gross             | VAT              | Net               |
| 25.03.24                             | PAID        | SAINSBURY'S - EASTER EGGS (PAID BACK TO JSPENSER) | £282.00           | -                | £282.00           |
| 27.03.24                             | PAID        | SCC 23/24 - STREETLIGHTS ENERGY/MAINTENANCE       | £15,110.98        | £2,518.49        | £12,592.49        |
| 31.03.24                             | PAID        | PK SALARY, MILEAGE/EXPS                           | £369.16           | £0.00            | £369.16           |
| 31.03.24                             | PAID        | PC SALARY   | £1,095.80         | £0.00            | £1,095.80         |
| 31.03.24                             | PAID        | AC SALARY, EXPS (INK CARTRIDGES/REFRESHMENTS)     | £463.19           | £0.00            | £463.19           |
| 06.04.24                             | DD          | BT PHONE/INTERNET                                 | £54.18            | £9.03            | £45.15            |
| 09.04.24                             |             | SALC 24/25 MEMBERSHIP                             | £961.19           | £0.00            | £961.19           |
| 09.04.24                             |             | R E SMITH (HEDGE CUTTING)                         | £264.00           | £44.00           | £220.00           |
| 09.04.24                             |             | CRAIG NORMAN (BEACON PRINT APR/MAY 24             | £1,205.00         | £0.00            | £1,205.00         |
|                                      |             | <b>Total</b>                                      | <b>£19,805.50</b> | <b>£2,571.52</b> | <b>£17,233.98</b> |
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|                                      | Print Name: |   |                   |                  |                   |
|                                      | Date:       |   |                   |                  |                   |



Apr 2024  
Appendix D

| Payments - Parish Hub April 2024 |             |                                    |                 |              |                 |
|----------------------------------|-------------|------------------------------------|-----------------|--------------|-----------------|
| Date                             | status      | Details                            | Gross           | VAT          | Net             |
| 01.04.24                         | PAID        | CLEAN BEES (MAR)                   | 75.00           | -            | 75.00           |
| 09.04.24                         |             | WEST SUFFOLK COUNCIL (WASTE EMPTY) | £562.33         | £0.00        | £562.33         |
| 09.04.24                         |             | GLOBAL FIRE (SERVICE)              | £302.40         | £50.40       | £252.00         |
| 09.04.24                         |             | GLOBAL FIRE (CALL OUT RE CELLAR)   | £135.00         | £22.50       | £112.50         |
| 09.04.24                         |             | WAVE (20 DEC 23 - 19 MAR 24)       | £199.19         | £16.65       | £182.54         |
|                                  |             |                                    |                 |              |                 |
|                                  |             |                                    |                 |              |                 |
|                                  |             |                                    |                 |              |                 |
|                                  |             | <b>Total</b>                       | <b>1,273.92</b> | <b>89.55</b> | <b>1,184.37</b> |
|                                  |             |                                    |                 |              |                 |
|                                  |             |                                    |                 |              |                 |
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**BUDGET COMPARISON 2023/2024**

|       |   |          |      |
|-------|---|----------|------|
| Issue | 4 | 31st Mar | 2024 |
|-------|---|----------|------|

|                              | Budget           | Quarter 1       | Quarter 2       | Quarter 3       | Quarter 4       | Variance        | Actual           |
|------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>Salary &amp; Expenses</b> |                  |                 |                 |                 |                 |                 |                  |
| Clerk                        | 12,000.00        | 3,249.92        | 2,659.36        | 2,809.16        | 3,014.80        | 266.76          | 11,733.24        |
| Assistant Clerk              | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00             |
| Parish Keeper                | 4,500.00         | 1,272.00        | 1,404.00        | 780.00          | 962.00          | 82.00           | 4,418.00         |
| Parish Hub Cleaner           | 1,000.00         | 269.00          | 0.00            | 0.00            | 0.00            | 731.00          | 269.00           |
| Travel/fuel                  | 100.00           | 28.00           | 58.60           | 24.20           | 37.20           | -48.00          | 148.00           |
| Pension                      | 0.00             | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00             |
| HMRC                         | 1,200.00         | 396.95          | 264.66          | 96.53           | 375.15          | 66.71           | 1,133.29         |
| <b>Total</b>                 | <b>18,800.00</b> | <b>5,215.87</b> | <b>4,386.62</b> | <b>3,709.89</b> | <b>4,389.15</b> | <b>1,098.47</b> | <b>17,701.53</b> |

| <b>Events</b>   |                 |               |              |               |               |                 |  |
|-----------------|-----------------|---------------|--------------|---------------|---------------|-----------------|--|
| Events general  | 4,500.00        | 0.00          | 57.30        | 0.00          | 400.00        | 4,042.70        | 457.30 (reallocated £1500 from fireworks)  |
| Easter Egg Hunt | 300.00          | 274.44        | 0.00         | 0.00          | 350.95        | -325.39         | 625.39 (grant from Cllr Waldron - £300.00) |
| Christmas Trees | 500.00          | 0.00          | 0.00         | 278.33        | 0.00          | 221.67          | 278.33                                     |
| <b>Total</b>    | <b>5,300.00</b> | <b>274.44</b> | <b>57.30</b> | <b>278.33</b> | <b>750.95</b> | <b>3,938.98</b> | <b>1,361.02</b>                            |

| <b>Insurance</b> |                 |               |                 |             |             |                |                 |
|------------------|-----------------|---------------|-----------------|-------------|-------------|----------------|-----------------|
| Community Policy | 3,000.00        | 0.00          | 3,289.44        | 0.00        | 0.00        | -289.44        | 3,289.44        |
| Ride on Mower    | 200.00          | 145.05        | 0.00            | 0.00        | 0.00        | 54.95          | 145.05          |
|                  |                 |               |                 |             |             | 0.00           | 0.00            |
|                  |                 |               |                 |             |             | 0.00           | 0.00            |
| <b>Total</b>     | <b>3,200.00</b> | <b>145.05</b> | <b>3,289.44</b> | <b>0.00</b> | <b>0.00</b> | <b>-234.49</b> | <b>3,434.49</b> |

| <b>Parish Hub</b> |             |                 |               |               |                 |                   |                  |
|-------------------|-------------|-----------------|---------------|---------------|-----------------|-------------------|------------------|
| Flat              | 0.00        | 0.00            | 0.00          | 0.00          | 0.00            |                   |                  |
| Loan              | 0.00        | 6,000.00        | 0.00          | 0.00          | 0.00            | -6,000.00         | 6,000.00         |
| Maintenance       | 0.00        | 195.00          | 0.00          | 600.00        | 3,842.00        | -4,637.00         | 4,637.00         |
| Window cleaning   | 0.00        | 0.00            | 35.00         | 0.00          | 0.00            | -35.00            | 35.00            |
| Electric          | 0.00        | 711.19          | 231.01        | 388.93        | 868.98          | -2,200.11         | 2,200.11         |
| Water             | 0.00        | 205.53          | 295.22        | 0.00          | 84.00           | -584.75           | 584.75           |
| Cleaning/supplies | 0.00        | 4.50            | 106.25        | 0.00          | 265.45          | -376.20           | 376.20           |
| <b>Total</b>      | <b>0.00</b> | <b>7,116.22</b> | <b>667.48</b> | <b>988.93</b> | <b>5,060.43</b> | <b>-13,833.06</b> | <b>13,833.06</b> |

| <b>Maintenance</b>    |        |        |        |       |        |         |        |
|-----------------------|--------|--------|--------|-------|--------|---------|--------|
| landscaping equipment | 500.00 | 145.50 | 148.79 | 0.00  | 313.14 | -107.43 | 607.43 |
| equipment fuel        | 200.00 | 96.56  | 79.99  | 40.83 | 46.76  | -64.14  | 264.14 |
| Trade waste           | 500.00 | 537.16 | 0.00   | 0.00  | 0.00   | -37.16  | 537.16 |

APPENDIX E  
Apr 2024 meeting

|                              |                 |               |               |               |               |                 |                 |
|------------------------------|-----------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| Toc-H/Playground maintenance | 1,500.00        | 0.00          | 338.10        | 247.20        | 106.07        | 808.63          | 691.37          |
| Parish asset maintenance     | 500.00          | 0.00          | 146.23        | 75.93         | 0.00          | 277.84          | 222.16          |
| Defibs                       | 200.00          | 0.00          | 0.00          | 0.00          | 0.00          | 200.00          | 0.00            |
| <b>Total</b>                 | <b>3,400.00</b> | <b>779.22</b> | <b>713.11</b> | <b>363.96</b> | <b>465.97</b> | <b>1,077.74</b> | <b>2,322.26</b> |

|                      |                 |               |             |             |               |               |                 |
|----------------------|-----------------|---------------|-------------|-------------|---------------|---------------|-----------------|
| <b>Subscriptions</b> |                 |               |             |             |               |               |                 |
| SALC                 | 1,000.00        | 901.61        | 0.00        | 0.00        | 0.00          | 98.39         | 901.61          |
| SLCC                 | 200.00          | 0.00          | 0.00        | 0.00        | 183.00        | 17.00         | 183.00          |
|                      |                 |               |             |             |               |               |                 |
| <b>Total</b>         | <b>1,200.00</b> | <b>901.61</b> | <b>0.00</b> | <b>0.00</b> | <b>183.00</b> | <b>115.39</b> | <b>1,084.61</b> |

|                  |               |              |               |               |              |              |               |
|------------------|---------------|--------------|---------------|---------------|--------------|--------------|---------------|
| <b>Licencing</b> |               |              |               |               |              |              |               |
| TV               | 160.00        | 0.00         | 0.00          | 159.00        | 0.00         | 1.00         | 159.00        |
| MLPC             | 270.00        | 0.00         | 240.48        | 0.00          | 0.00         | 29.52        | 240.48        |
| Premises         | 200.00        | 0.00         | 180.00        | 0.00          | 0.00         | 20.00        | 180.00        |
| GDPR             | 50.00         | 35.00        | 0.00          | 0.00          | 35.00        | -20.00       | 70.00         |
| <b>Total</b>     | <b>680.00</b> | <b>35.00</b> | <b>420.48</b> | <b>159.00</b> | <b>35.00</b> | <b>30.52</b> | <b>649.48</b> |

|                         |             |             |             |                 |             |                  |                 |
|-------------------------|-------------|-------------|-------------|-----------------|-------------|------------------|-----------------|
| <b>Street Furniture</b> |             |             |             |                 |             |                  |                 |
| Benches/Bins/Furniture  | 0.00        | 0.00        | 0.00        | 0.00            | 0.00        | 0.00             | 0.00            |
| Noticeboard upkeep      | 0.00        | 0.00        | 0.00        | 0.00            | 0.00        | 0.00             | 0.00            |
| Speed Indicator Devices | 0.00        | 0.00        | 0.00        | 2,270.87        | 0.00        | -2,270.87        | 2,270.87        |
| Village Gateways        | 0.00        | 0.00        | 0.00        | 0.00            | 0.00        | 0.00             | 0.00            |
| <b>Total</b>            | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>2,270.87</b> | <b>0.00</b> | <b>-2,270.87</b> | <b>2,270.87</b> |

|                              |                  |             |             |             |                  |                  |                  |
|------------------------------|------------------|-------------|-------------|-------------|------------------|------------------|------------------|
| <b>Street Lighting</b>       |                  |             |             |             |                  |                  |                  |
| Lighting Repairs/maintenance | 1,500.00         | 0.00        | 0.00        | 0.00        | 3,070.33         | -1,570.33        | 3,070.33         |
| Electricity Usage            | 9,000.00         | 0.00        | 0.00        | 0.00        | 9,522.16         | -522.16          | 9,522.16         |
| New Lights/Improvements      | 0.00             | 0.00        | 0.00        | 0.00        | 0.00             | 0.00             | 0.00             |
| <b>Total</b>                 | <b>10,500.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>12,592.49</b> | <b>-2,092.49</b> | <b>12,592.49</b> |

|  |                 |               |             |               |             |               |               |
|--|-----------------|---------------|-------------|---------------|-------------|---------------|---------------|
| <b>Grants, Contributions &amp; Donations</b> |                 |               |             |               |             |               |               |
| S137   | 500.00          | 250.00        | 0.00        | 0.00          | 0.00        | 250.00        | 250.00        |
| Donations                                    | 650.00          | 0.00          | 0.00        | 310.00        | 0.00        | 340.00        | 310.00        |
|  |                 |               |             |               |             |               |               |
| <b>Total</b>                                 | <b>1,150.00</b> | <b>250.00</b> | <b>0.00</b> | <b>310.00</b> | <b>0.00</b> | <b>590.00</b> | <b>560.00</b> |

|  |          |        |        |        |       |          |        |
|--|----------|--------|--------|--------|-------|----------|--------|
| <b>General</b>                         |          |        |        |        |       |          |        |
| Capital purchases                      | 0.00     | 0.00   | 0.00   | 306.64 | 0.00  | -306.64  | 306.64 |
| Playground equipment                   | 1,000.00 | 0.00   | 0.00   | 0.00   | 0.00  | 1,000.00 | 0.00   |
| Contingency                            | 0.00     | 0.00   | 0.00   | 0.00   | 0.00  | 0.00     | 0.00   |
| Consultancy, Legal & Professional Fees | 1,000.00 | 0.00   | 550.00 | 0.00   | 0.00  | 450.00   | 550.00 |
| Bank Account Fees                      | 150.00   | 15.70  | 15.70  | 21.00  | 24.25 | 73.35    | 76.65  |
| Chair's Allowance                      | 100.00   | 0.00   | 0.00   | 0.00   | 0.00  | 100.00   | 0.00   |
| Audit Fees                             | 500.00   | 112.50 | 420.00 | 0.00   | 0.00  | -32.50   | 532.50 |

APPENDIX E  
Apr 2024 meeting

|                           |                  |                  |                  |                 |                  |                   |                  |
|---------------------------|------------------|------------------|------------------|-----------------|------------------|-------------------|------------------|
| Training Fees             | 500.00           | 210.00           | 0.00             | 72.00           | 0.00             | 218.00            | 282.00           |
| Election Costs            | 2,000.00         | 0.00             | 81.91            | 0.00            | 0.00             | 1,918.09          | 81.91            |
| Beacon Printing           | 3,000.00         | 2,150.00         | 2,150.00         | 1,335.00        | 1,205.00         | -3,840.00         | 6,840.00         |
| Printing                  | 500.00           | 0.00             | 0.00             | 0.00            | 0.00             | 500.00            | 0.00             |
| Office supplies           | 500.00           | 81.93            | 0.00             | 21.25           | 0.00             | 396.82            | 103.18           |
| Website/Advertising/Signs | 500.00           | 0.00             | 1.49             | 0.00            | 0.00             | 498.51            | 1.49             |
| Telephone/Internet        | 700.00           | 135.17           | 135.45           | 135.97          | 139.83           | 153.58            | 546.42           |
| Postage                   | 50.00            | 0.00             | 0.00             | 0.00            | 0.00             | 50.00             | 0.00             |
| <b>Total</b>              | <b>10,500.00</b> | <b>2,705.30</b>  | <b>3,354.55</b>  | <b>1,891.86</b> | <b>1,369.08</b>  | <b>1,179.21</b>   | <b>9,320.79</b>  |
| <b>Total</b>              | <b>54,730.00</b> | <b>17,422.71</b> | <b>12,888.98</b> | <b>9,972.84</b> | <b>24,846.07</b> | <b>-10,400.60</b> | <b>65,130.60</b> |

APPENDIX E  
Apr 2024 meeting

| Reserves -          | Budget        | Quarter 1      | Quarter 2    | Quarter 3  | Quarter 4       | Variance         | Actual           |
|---------------------|---------------|----------------|--------------|------------|-----------------|------------------|------------------|
| Assistant Clerk     | 5000          | 0              | 0            | 500        | 1500            | 3,000.00         | 2,000.00         |
| Toc-H land          | 5500          | 0              | 0            | 0          | 0               | 5,500.00         | 0.00             |
| Training            | 2000          | 0              | 0            | 0          | 0               | 2,000.00         | 0.00             |
| Hub Loan            | 6000          | 6000           | 0            | 0          | 0               | 0.00             | 6,000.00         |
| Capital projects    | 60000         | 525.16         | 15200        | 0          | 4431            | 39,843.84        | 20,156.16        |
| Play equipment      | 5000          | 0              | 0            | 0          | 0               | 5,000.00         | 0.00             |
| New street lighting | 20000         | 0              | 0            | 0          | 14432.95        | 5,567.05         | 14,432.95        |
| General reserves    | 20000         |                |              | 0          | 0               | 20,000.00        | 0.00             |
| <b>Total</b>        | <b>123500</b> | <b>6525.16</b> | <b>15200</b> | <b>500</b> | <b>20363.95</b> | <b>80,910.89</b> | <b>42,589.11</b> |

| Income -     | Budget         | Quarter 1      | Quarter 2      | Quarter 3      | Quarter 4     | Variance        | Actual           |
|--------------|----------------|----------------|----------------|----------------|---------------|-----------------|------------------|
| Flat         | 12355.2        | 2956.82        | 3088.88        | 3088.88        | 3028.2        | 192.42          | 12,162.78        |
| Hub hire     | 5000           | 1400           | 283            | 0              | 781.5         | 2,535.50        | 2,464.50         |
| Beacon       | 2923           | 1825           | 0              | 82.5           | 1007.1        | 8.40            | 2,914.60         |
| Events       | 1500           | 0              | 0              | 70             | 0             | 1,430.00        | 70.00            |
| Clothes bank | 50             | 10.8           | 10.8           | 16.5           | 0             | 11.90           | 38.10            |
| Grants       | 1500           | 300            | 0              | 1000           | 1300          | -1,100.00       | 2,600.00         |
| VAT          | 7000           | 0              | 0              | 5610.41        | 0             | 1,389.59        | 5,610.41         |
| Interest     | 50             | 0              | 15             | 10.19          |               | 24.81           | 25.19            |
| <b>Total</b> | <b>30378.2</b> | <b>6492.62</b> | <b>3397.68</b> | <b>9878.48</b> | <b>6116.8</b> | <b>4,492.62</b> | <b>25,885.58</b> |

## **CLERKS REPORT**

### **April 2024 meeting**

- Meeting with Suffolk Local Libraries was postponed by them. New date to discuss using the Parish Hub to provide the local library services is Tuesday 23<sup>rd</sup> April.
- Reports by residents of further fly tipping at Rookery Drove. Link provided to WSC Fly Tipping page.
- Reports by resident regarding unsociable hours of workmen in St John's Street.
- Request by 2 residents during the month of Mar for allotments.
- Election of a Police and Crime Commissioner will take place on Thursday 2<sup>nd</sup> May 2024 at the Parish Hub. Please share this information with the electorate. Notice displayed on the board outside the Parish Hub (lack on space on other notice boards for the amount of notices to display)
- Parish grass cutting by WSC will take place this week, 08.04.24 – 12.04.24.
- Apr/May will be year end preparation and completion ready for submission of AGAR by Jun.
  
- **STREETLIGHTS –**
- The Decarbonisation Grant has now been signed following agreement in figures between The Clerk, WSC and SCC. It will mean that all funds spent out on LED upgrades since April 2022 will be recovered and the remaining lights will be converted within the Grant funding. Total final figure agreed £59,050.16.
- Unit 162 Wilde Street. The claim made to the insurance company was accepted. £459.27 has been received. The quote from SCC is £709.27 + vat. So the cost to the Parish Council is £250.00 (the policy excess). Vat will be reclaimed on the invoice from SCC. Instruction has been given for SCC to proceed to replace the lantern.

## BECK ROW, HOLYWELL ROW & KENNY HILL PARISH COUNCIL

### INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2024

#### 1. SCOPE OF RESPONSIBILITY

Beck Row, Holywell Row & Kenny Hill Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

#### 2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### 3. THE INTERNAL CONTROL ENVIRONMENT

##### **The Council:**

The council reviews its obligations and objectives and approves budgets for the following year at its January meeting. The January meeting of the council approves the level of precept for the following financial year.

The Council monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters.

The full council meets eleven times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the parish clerk.

The council carries out regular reviews of its internal controls, systems and procedures.

##### **Clerk to the Council/Responsible Finance Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

##### **Payments:**

All payments are reported to the council for approval. The Clerk as Responsible Financial Officer makes payments using online banking to supplies which are listed at each month full council meeting for approval

along with bank reconciliation. Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.

**Income:**

All income is received and banked in the council's name in a timely manner and reported to the council.

**Risk Assessments/Risk Management:**

The council reviews its risk assessment annually in May, and regularly reviews its systems and controls. See attached report.

**Internal Audit:**

The council appoints an independent and competent internal auditor who reports to the council on an annual basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

**External Audit:**

The council's external auditors, submit an annual certificate of audit which is presented to the Council.

**4. REVIEW OF EFFECTIVENESS**

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

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Chairman

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RFO/Clerk

Approved and adopted by Beck Row, Holywell Row & Kenny Hill Parish Council

Meeting date:



## BECK ROW, HOLYWELL ROW & KENNY HILL PARISH COUNCIL

### INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

| CONTROL TEST  | TEST DONE | COMMENTS – check documents and initial   |
|---|-----------|--|
|   | YES/NO    |  |
| Ensuring an up to date Register of Assets                 | YES       | NOW AN ACCURATE DOCUMENT. COMPLETED IN 2023. READY FOR THE NEW YEAR 2024/25  |
| Regular maintenance arrangement for physical assets       | YES       | WEEKLY AND MONTHLY PLAY AREA INSPECTIONS, PARISH HUB MONITORED FOR MAINTAINENCE BEFORE AND AFTER EACH HIRE.                            |
| Annual review of risk and the adequacy of Insurance cover | YES       | AT RENEWAL TIME THIS IS REVIEWED. 2024 OCTOBER – SHOULD CONSIDER ALTERNATIVE PROVIDER QUOTES.  |
| Annual review of financial risk                           | YES       |  |
| Awareness of Standing Orders and Financial regulations    | YES       | ALL COUNCILLORS FURNISHED WITH THESE DETAILS. DOCUMENTS INCLUDED IN COUNCILLOR INDUCTION PACKS. ANNUAL REVIEW OF THESE CORE DOCUMENTS. |
| Adoption of Financial and Standing Orders                 | YES       | REVIEWED AND ADOPTED MAR/APR   |
|   |           |  |

|  |     |  |
|--|-----|--|
| Regular reporting on performance by contractors  | YES | WHEN APPLICABLE.   |
| Annual review of contracts (where appropriate)   | NO  | N/A  |
|  |     |  |
| Regular bank reconciliation, independently reviewed  | YES | EACH MONTH AND REVIEWED BY FULL COUNCIL.                             |
| Regular scrutiny of financial records and proper arrangements for the approval of expenditure                      | YES | EACH MONTH AT FULL COUNCIL MEETING.                                  |
| Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved | NO  | QUALIFIED CLERK IN POST. COUNCIL CARRIES GPOC.                       |
| Payments supported by invoices, authorised and minuted   | YES | REPORTED AT EACH MONTHLY MEETING AND HELD WITH THE MINUTES.          |
| Regular scrutiny of income records to ensure income is correctly received, recorded and banked                     | YES | REPORTED AT EACH MONTHLY MEETING IN THE FORM OF BANK RECONCILIATION. |
| Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification                        | YES | VISIBLE RECORDS  |
|  |     |  |
| Contracts of employment for staff  | YES |  |
| Contract annually reviewed   | NO  | NEEDS TO BE IMPROVED.  |
| Updating records to record changes in relevant legislation   | YES | REGULARLY UNDERTAKEN BY CLERK.                                       |
| PAYE/NIC properly operated by the Council as an employer   | YES | OPERATED BY CLERK AND FINALISED EACH YEAR.                           |
|  |     |  |
| VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook                        | YES | SHOWN AND REPORTED AT FULL COUNCIL MEETING.                          |
|  |     |  |
| Regular financial reporting to Parish Council  | YES | EVERY MONTH AT FULL COUNCIL MEETING.                                 |

|   |     |   |
|---|-----|---|
| Regular budget monitoring statements as reported to Parish Council  | YES | QUARTERLY BUDGET COMPARISON DOCUMENT GIVEN TO COUNCILLORS |
| Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4:<br><br>Officer Decision Reports   | YES |   |
| Compliance with Local Transparency Code Of 2014:<br>Items of expenditure incurred over £500   | YES |   |
| Verifying that the Council is compliant with the General Data Protection Regulation requirements<br><br>Are the following in place: <ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> <li>• Procedure for dealing with Data breaches</li> <li>• Data Retention &amp; Disposal Policies</li> </ul> | YES |   |
| Minutes properly numbered and paginated with a master copy kept in for safe-keeping   | YES |   |
|   |     |   |
| Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality  | YES | ALL DOCUMENTS IN PLACE.                                   |
|   |     |   |
| Adoption of Codes of Conduct for Members  | YES |   |
| Declaration of Acceptance of Office   | YES |   |

Date of review of system of Internal Controls **04.04.23**

Review of system of Internal Controls carried out by:

Name **JANE SPENSER**

Signature

Report submitted to Council

(date) **09.04.23**

Document template reviewed March 2021.

(minute reference) .....

Next review of system of Internal Controls due **APRIL 2025**

Additional comments by reviewer:

# **BECK ROW, HOLYWELL ROW & KENNY HILL PARISH COUNCIL MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND**

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

These Financial Regulations were adopted by the council at its meeting held in April 2023.

## **1. General**

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

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

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

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

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

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

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

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

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

1.9. The RFO;

- acts under the policy direction of the council;

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

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

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

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

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

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

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

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

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;

- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £250; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees.

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

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

## **2. Accounting and audit (internal and external)**

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

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

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

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

Reviewed and adopted: APRIL 2024

Review due by end of: APRIL 2025



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

2.6. The internal auditor shall:

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

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

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

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

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

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

### **3. Annual estimates (budget) and forward planning**

3.1. The Council shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year not later than the end of December each year including any proposals for revising the forecast.

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

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

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

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

#### **4. Budgetary control and authority to spend**

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

- the council for all items over £500;
- the Clerk, in conjunction with the Chairman of the Council for any items below £500.

Such authority is to be evidenced by a minute signed by the Clerk, and where necessary also by the Chairman.

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

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

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

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform the council of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

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

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

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

## **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

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

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

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

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

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or;

c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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

5.7. Any Revenue or Capital Grant in excess of £250 shall before payment, be subject to ratification by resolution of the council.

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

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

## **6. Instructions for the making of payments**

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

6.2. Orders for payment drawn on the bank account in accordance with the schedule as presented to council, signed by one member of council and countersigned by the Clerk, in accordance with a resolution instructing that payment.

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

6.4. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made.

6.5. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

Reviewed and adopted: APRIL 2024

Review due by end of: APRIL 2025

6.6. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council.

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

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

6.9. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator.

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

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

6.12. Any Debit Card issued for use will be restricted to a single transaction maximum value of £500 unless authorised by council before any order is placed.

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

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

## **7. Payment of salaries**

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

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the

appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

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

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

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

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

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

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

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

## **8. Loans and investments**

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

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

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

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

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

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

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

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

## **9. Income**

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

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

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

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

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

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

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

9.8. Where any significant sums of cash are regularly received by the council, the Clerk/RFO shall take such steps as are agreed by the council to ensure that more than one person is

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present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for work, goods and services**

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

10.2. Orders shall be controlled by the Clerk/RFO.

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

10.4. A member may not issue an official order or make any contract on behalf of the council.

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

## **11. Contracts**

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

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

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;



v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

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

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

f) Any invitation to tender issued under this regulation shall be subject to Standing Orders, <sup>4</sup>18,(d i-vi),(e)(f) and shall refer to the terms of the Bribery Act 2010.

g) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

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

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

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

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

<sup>4</sup> Based on NALC's Model Standing Order 18d ©NALC 2018

## **12. Payments under contracts for building or other construction works**

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

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

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

## **13. Stores and equipment**

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

13.2. The Clerk/RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. Assets, properties and estates**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk/RFO shall ensure a record is maintained of all properties held by the council.

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

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

together with a proper business case (including an adequate level of consultation with the electorate).

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

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

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

## **15. Insurance**

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

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

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

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

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

## **16. Charities**

16.1. Where the council is sole managing trustee of a charitable body the Clerk/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/RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk management**

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

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

## **18. Suspension and revision of Financial Regulations**

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

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