

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 April 2016, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

1. Apologies

2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. Minutes of Council Meetings

Council Minutes of the last meeting, approve their signing as a correct record (Item 3)

4. Statutory Business

Planning - consider applications, report from Lead Member for Planning and Gladman Consultation information (circulated to Councillors on email 12/4/16) (Item 4)

5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.

6. Financial Items

6.1 Approve Expenditure for April (Item 6.1)

6.2 Approve the year ending 31 March 2016 reports 1, 3 and 4 (Item 6.2)

6.3 Approve the Annual Governance statement 2015/16 from the Annual Return (Item 6.3)

6.4 Approve the Accounting statements 2015/16 from the Annual Return (Item 6.4)

6.5 Authorise to sign the contract with Studholme Bell for the salary process (Item 6.5)

7. Committee/Working Group Reports and Recommendations

7.1 Finance Committee - Recommendation from the Finance Committee Chair to approve Financial Regulations as put (Item 7.1)

7.2 Bowling Committee - Signs for Greenside car park areas (Item 7.2)

8. Flooding updates

Verbal update of flooding at railway bridge

9. Civic Society Awards

Consider if to enter projects or initiatives in to the bi-annual awards which have enhanced the environment or otherwise provided benefits to significant sections of the community.

10. Agendas and Papers

Consider if Standing Orders need to be adjusted or if the current system is adequate. Carried forward from the clarification presented and discussed at the last meeting.

11. Matters for information

Notify the Chair prior to the meeting start of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt

CLERK

Published: 12/04/16

PRIVATE, PART II ITEMS

Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 ss3. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

12. Contractual

Balshaw Villa (Item 11)

D. Platt

CLERK

Notes: Public Participation item will be taken whilst Standing Orders are suspended.
This agenda is accompanied by public reports, if referenced at the agenda item. **End**

Published: 12/04/16

Meeting calendar deadline for agenda items/submit papers is 7 clear working days prior
2016: 19 May, 16 June, 21 July

Newsletter calendar

Distribution 1st week of June, deadline early 6 May 2016

Distribution 1st week of September, deadline early August 2016

Distribution 1st week of December, deadline early November 2016

Distribution 1st week of March, deadline early February 2017

MINUTES of the Full Council Meeting held 17 March 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair)	Cllr P Fellows	Cllr A Platt
	Cllr M Bamber	Cllr M Jarnell	Cllr K Reed (Chairman)
	Cllr A Caughey	Cllr C Jones	Cllr A Reed
	Cllr J Caughey	Cllr E Jones	Cllr A Riggott
	Cllr H T Cook	Cllr J Matson	Cllr V Thornhill

Members of the public 2

1. Apologies Cllrs Prayle, Wellerd.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.1, as a relative of an employee.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 18 February 2016 were agreed to be an accurate record, and signed by the Chairman with amendments at 9. to rearrange the words; at 8.2c to include the full agenda proposal; at 8.2a to include a sentence.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning.

Resolved: Council ratified the objection and observations submitted regarding the application 16/00145/FUL land adjacent to Euxton PC Church which the lead member had prepared.

16/00148/MNMA Aldi Store BV – check with planning if minimum car parking standard is maintained and if not, object to the amendment.

Lead member reported that, following the Council's observations regarding low level of car parking spaces for the Railway housing outline proposal 15/01092/OUT, planning had been refused.

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

A member of the Euxton War Memorial Group attended to update regarding the remedial works around the base of the memorial; the refund of the vat had been received and a cheque will be written in favour of the Council as the groups account will be closed; fundraising will continue to go towards the upkeep of the memorial.

A Borough Councillor attended to discuss the library expression and a seat position, which was on the agenda, which had been referred to the Council from the Neighbourhood Working Group.

Resolved: Council resolved to restore standing orders.

6. Financial Items

Council were asked to receive financial reports 1, 3 and 4 and approve Expenditure report 2.

Councillors asked questions regarding vat not being present on an invoice, rise of the cost of printing, bags of stone, black bags purchase. Clerk responded that the printing of newsletters did not carry vat, newsletter printing had risen because the quantity had been put up and the All Purposes Committee will be considering quotations at its next meeting for the printing contract, the stone was for renewing

paths, black bag cost looked high because they are only purchased once a year to get bulk discount and free delivery.

Resolved: Council received financial reports 1, 3 and 4 and approved Expenditure report 2, which had been checked by a Councillor prior.

Creditor	Description	Total £
Easy Web-Sites	SO for website	24.00
Royal British Legion	Poppy wreath and donation	100.00
Chorley Council	Dog waste bin at greenside	86.14
Newsquest	Delivery March16 newsletter	96.45
Chorley Council	Half yr lease	6.00
C & W Berry Ltd	Stone grab bags	236.56
Viking Direct	Stationery and stamps	213.54
RHF Turf Growers	Play bark	600.00
E-on	Electricity pavilion	51.37
Royal Mail	Freepost box returns	1.82
NW in Bloom	Competition fee	110.00
E-on	Christmas lights electricity	2.23
1st Euxton ROF Scouts	Delivery March16 newsletter	63.75
Weldbank Plastic	Black bags	334.80
Townsend (Skipton)	Printing of March16 newsletter	945.00
Employee 1	Salary February 2016	1848.94
Employee 2	Salary February 2016	809.50
Employee 3	Salary February 2016	752.21
Employee 4	Salary February 2016	727.83
HMRC	Tax & NI February 2016	816.23
Employee 1	Reimbursements	25.20
Employee 2	Reimbursements	31.50
Employee 4	Reimbursements	27.65
Atlas Business Finance	Photocopies	195.50
Cash	Petty cash fund reimbursement	82.73
		<hr/> 8188.95

6.2 Confirm the bank signatories' names for the new bank accounts

Resolved: Council resolved the bank signatories for the following banks are:

Co-operative Bank. Bank signatories are: Councillors Katrina Reed, Eric Jones, Anne Caughey, Marilyn Bamber and the Clerk Debra Platt.

TSB Savings Bank. Bank signatories are: Councillors Katrina Reed, Eric Jones, Anne Caughey, Marilyn Bamber and the Clerk Debra Platt.

Santander Bank. Bank signatories are: Councillors Katrina Reed, Eric Jones and the Clerk Debra Platt.

6.3 Receive two completed internal Councillor audits

Resolved: Council received the two internal Councillor audits, thanked the volunteers who completed these on short notice, and noted the suggestion from one to include a total, in the minutes at the bottom of the cheque list, this is to be implemented.

7. Committee/Working Group Reports and Recommendations

7.1 All Purposes Committee

The Chair thanked all the volunteer litter pickers attending the two Clean for the Queen events and the Clerk for help with the volunteers.

Chair introduced the two seat proposals and positions, which were considered.

Resolved: Council agreed to order two seats together.

Resolved: Council agreed one seat position to be near to the duck pond at the roundabout in Buckshaw Village, the exact position will be made by the land owner. The second seat to be in the area indicated off Pear Tree Lane, exact position will be subject to the land owners' permission.

7.2 Personnel Committee

Chair gave a verbal update from meeting 7 March of the ongoing work streams of the Committee, the referral of the newsletter to the All Purposes Committee to investigate the production time, and its recommendation below.

Finance Committee will look into the setting of limits at a future meeting, it was suggested a £2000 limit for the debit card.

Resolved: Council agreed to apply for a debit card, to enable the Council to purchase items costing more than is carried in petty cash and/or from establishments which are unwilling/unable to accept a cheque in payment, and the following:

- Open an additional current account at the Royal Bank of Scotland (RBS)
- Signatories on this account to be the same as the main account:
Councillors Katrina Reed, Eric Jones, Anne Caughey, Marilyn Bamber and Clerk, Debra Platt.
- Mandate for the new additional account will be one to sign, to allow to apply for a debit card
- Apply for a debit card on the new additional current account at the RBS, and agree to the terms of the debit card (copied below)
- Debit card will be issued to the Clerk, Debra Platt

7.3 Leisure Committee

A report from the Millennium Green working group was presented, with recommendations and it was suggested to add in to the presented recommendations an offer of £100 to a group to carry out research at b). Councillors thanked the group for their work and report. The group offered to all Councillors the opportunity to join the group.

Resolved: Council agreed the recommendations:

- a) abandon the Millennium Green Masterplan
- b) make a survey of usage of the Green in spring/summer 2016, using a local community group and donating to Group funds, £100 could be offered to a group
- c) obtain method statements and cost estimates for the upgrading of the existing footpath network and seek to commence this work in 2016 using the funding from the Masterplan and other current allocations
- d) establish a major project for 2017/8 for the improvement of the Millennium Green as described (in the report) arrange funding and seek grant assistance
- e) the Finance Committee should advise on the procurement of this project.

7.4 Bowling Committee

The Chair verbally updated from the meeting on 3 March the items discussed from the agenda and the decision to get costings for a topographical survey and drainage design, to explore the garage land and how additional car parking can be created and to apply for match funding of £70,000 to the s106 fund.

7.5 Other Committee/Working Group verbal updates

Yarrow Valley Advisory Group, it was reported that the meetings did not have any Euxton relevant items on at the moment and to ask the group to continue sending agenda and minutes and representatives will attend if there is a relevant item.

Civic Society Award nominations are being sought, Councillors to think of nominations for the next meeting.

Chorley Liaison Meeting had been attended where there were discussions on the play area deficiencies, CIL monies, community assets and Chorley are speaking to Lancashire regarding the threats to the buses and libraries.

8. HM Queen Elizabeth II 90th Birthday Commemorations

Councillors considered the suggestion to give young people in the village a commemorative medal, to commemorate the Queens 90th birthday. It was suggested, as an alternative, that a tree, to the value of £100 could be offered to each school, and a plaque for each tree.

Resolved: Council agreed offer to each of the primary schools a tree of their choice, to the value of £100, with a plaque, for the school to plant for the Queens 90th birthday.

9. Agendas and Papers

Clarification on the legislation for Summons and Agenda was supplied and a discussion regarding the associated papers for meetings took place. This item was referred to the next meeting to consider if Standing Orders need to be adjusted or if the current system is adequate.

10. Councillors Conduct during meetings

Chair spoke in detail to Councillors regarding a complaint she had received from a Councillor regarding a Councillor.

Councillor Cook declared an interest.

Councillor Platt declared an interest.

Resolved: Council agreed to extend the meeting at 9.30.

The Chairman declared the meeting closed.

9.35

EUXTON PARISH COUNCIL REPORT ON PLANNING APPLICATIONS

21st April 2016 Item 4

APPLICATION NUMBER, LOCATION, PROPOSAL:		COMMENTS, RECOMMENDATION ETC
18/03/2016	16/00250/FULHH	
Location 5 Moss Field Close, Buckshaw Proposal Single storey side extension		No comment
18/03/2016	16/00227/TPO	
Location 14 Fieldside Avenue Proposal Felling of one beech (Diseased)		Some confusion between the original planning application and other documents available on line including a tree officer's report. I have checked with the CBC planning officer who confirms that the application is now just for a single diseased beech tree and that the application is supported by the CBC tree officer. Therefore no comment.
25/03/2016	16/00229/MNMA	
Location Parcel L, Buckshaw Avenue, Buckshaw Proposal Minor non-material amendment to boundary type to rear of plots 15 - 19 approved under 10/00792/FULMAJ		No comment
25/03/2016	16/00255/FUL	
Location Land 40m north of (and on the opposite side of Runshaw Lane from) Prescott House Farm, Runshaw Lane Proposal Proposed conversion of an existing storage building to a dwelling including a detached garage following demolition of existing outbuildings.		<p>This proposed dwelling is in the greenbelt. It is for the conversion of a 1960s concrete blockwork and timber cladding agricultural building to a dwelling house. The proposal would appear to meet the requirements of the Chorley Local Plan in respect of such conversions.</p> <p>Therefore suggest that we advise CBC that EPC is content with the application provided that CBC is satisfied that it meets the CLP requirements for conversion of buildings in the green belt.</p>
01/04/2016	16/00272/FULHH	
Location 2 Hopgood Close, Buckshaw Proposal Conversion of existing garage to habitable room accommodation		<p>Conversion is to a study and storage space and therefore no additional bedrooms. Three bedroom property will have two off street parking spaces , meeting requirements.</p> <p>No comment</p>
01/04/2016	16/00245/FULHH	
Location 23 Runshaw Lane Proposal . Erection of a two storey side extension.		No comment
08/04/2016	16/00287/FUL	
Location Proposed Community Centre And Divisible Unit Ordnance Road Buckshaw Village (ie adjacent the new Aldi)		The formerly proposed two units is now proposed to be three (one of which is likely to be a betting shop). However there are no real grounds for objection. Therefore no comment

PUBLIC CONSULTATION

Potential Residential Development

Land off Pear Tree Lane, Euxton



OUR PROPOSAL

Gladman Developments are proposing a new residential development of approximately 165 homes on land at Pear Tree Lane, Euxton.

GET INVOLVED - HAVE YOUR SAY

The purpose of this consultation is to provide an opportunity for local residents, businesses and organisations to learn about our draft proposals.

This will be your first opportunity to tell us what is important to you and what you would like to see on this development should it be built. Your feedback is important to us and will be used to help shape our final proposals.

Whether you are in favour of, or opposed to new housing on this site, please tell us why.

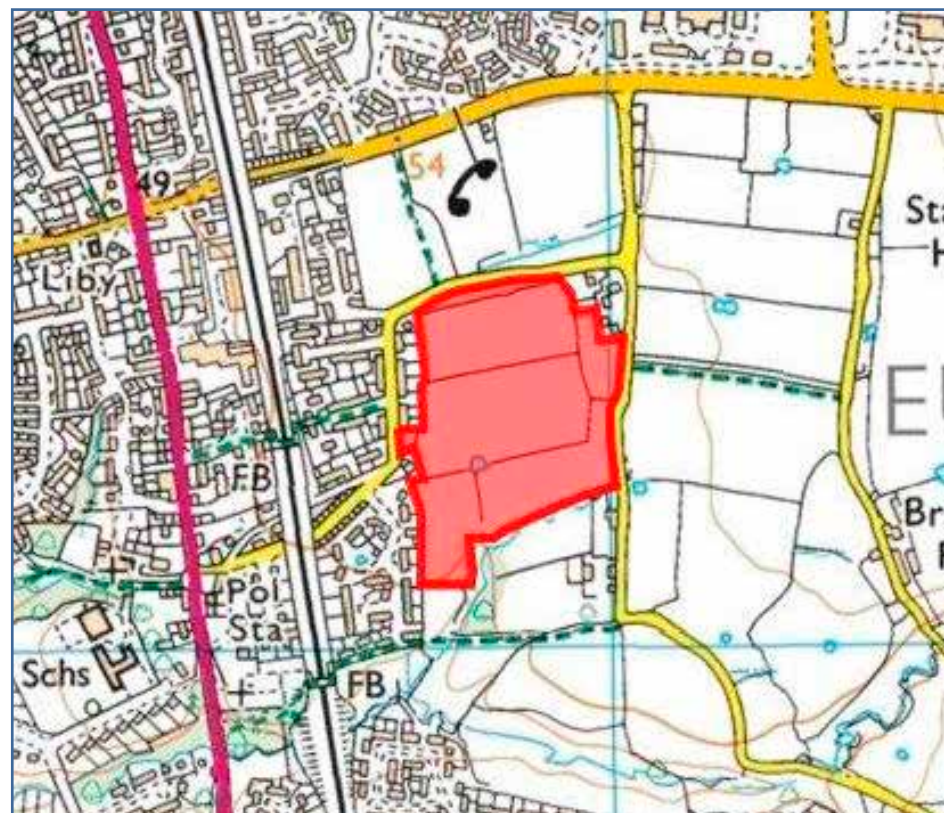
We give careful consideration to the sites we choose, identifying sensible locations in areas where councils have not met their full housing needs. This approach has enabled us to gain planning approval on over 90% of the sites we promote. We, therefore, believe that this site is likely to gain planning approval, and hope that you take this opportunity to respond to this consultation. This will help to ensure that any development that may be permitted is as beneficial as it can be in meeting the settlement's needs.

Your comments and contributions will be received without prejudice to your rights to comment on the planning application. By having your say, you will have helped shape the developments design and, where relevant, off-site improvements if planning permission is granted.

Following this public consultation, we expect to submit a planning application shortly thereafter.

We appreciate that people who live within the immediate vicinity of our housing proposals may be concerned about matters such as increased levels of road traffic, loss of views and doubtless many other topics. In order to help address these questions, we have put together a Frequently Asked Topics section at the end of this leaflet.

SITE LOCATION



Contains Ordnance Survey data © Crown copyright and database right 2016

Whilst we fully understand why people may have concerns, they need to be balanced against the requirement to provide much needed new houses, to meet the differing needs of an increasing population and address housing affordability. It is schemes like this that enable younger people and their families, in roles that we rely upon (such as teachers, nurses, police officers etc.) to have a suitable home conveniently located for their needs. We all know and accept that more housing is needed and a stance of 'put it elsewhere' will result in not enough houses being built.

OUR APPROACH

Gladman Developments recognises its responsibility to respect the character and needs of the existing community, as well as providing housing for new and existing residents. We are also fully committed to delivering additional benefits to Euxton wherever possible. As such please do tell us if there are any community facilities that you would like to see improved or developed as part of this scheme.

With the help of our consultant team, we are formulating our proposals to deliver a high quality, low density housing scheme. Throughout the process each member of the team provide their specialist advice and input to ensure that the design of the site responds positively to its surroundings, taking into account any constraints.

BENEFITS

Our housing proposals will bring a wide range of benefits to Euxton in the form of:

- New high quality housing;
- Affordable housing up to 30% / 50 no dwellings;
- 29% formal and informal public open space on site;
- Increased spending and customers to support local businesses and facilities such as the local school.
- Access to the development will be provided off School Lane with footpath links leading to and from an improved footpath along School Lane and Pear Tree Lane.
- The site is currently safeguarded for development within the Chorley Local Plan 2012

THE NEED FOR HOUSING

The UK's population is growing year on year, with new housing stock needed to meet new demand.

The Home Builders Federation estimate that the country is over 1 million homes short of what is needed to adequately house the existing population, with several experts suggesting it is nearer to 2 million.

The difficulty for many first time buyers is access to high street mortgage facilities, this exacerbates the demand for affordable housing especially from young families.

Councils have a duty to ensure that sufficient housing can be delivered to meet all of the housing needs of the population in a 5 year rolling period. To do this they must identify sufficient land to meet their wider housing need. Presently we do not believe Chorley Council can do this.

NEXT STEPS

We will take into account all comments and suggestions provided to us as part of this consultation. Once a planning application has been submitted you will also be able to make further representations to Chorley Council who will take these into account before making their decision on the planning application.

You can keep up to date on progress using our dedicated website which includes an online feedback form for making comments:

www.your-views.co.uk/euxton

Should you be unable to access the internet and would like to request a printed copy, please write to:

Your Views Euxton, Gladman House, Alexandria Way, Congleton,
Cheshire, CW12 1LB

OUR PROPOSALS



ILLUSTRATIVE PURPOSES ONLY

FREQUENTLY ASKED TOPICS

1. HIGHWAYS AND TRAFFIC

For each planning application we employ specialist highway consultants, who liaise with the local highway authority, to produce a suitable highways strategy. This will include providing a safe means of access into the site and ensures that the development will not adversely impact the surrounding road network.

Whilst there will be some additional traffic generated from the proposed development, the harm will be offset by enhancements to the local footpath network to encourage people to travel more sustainably. We will also carry out local highway improvements to ensure that the additional traffic does not produce a severe impact.

It is intended that access into the site will be provided by a realigned junction off School Lane. We believe that this form of access is the safest and most appropriate way to enter the site. The arrangement of this junction has been agreed in principle with the Local Highways Authority.

2. BUS SERVICE

The best and most sustainable way of maintaining and improving bus services is by additional customers using the existing routes and creating revenue for the Operators.

At present the population profile in this part of Euxton is disproportionately weighted towards older and generally more affluent residents, and is not reflective of the national age and general demographic.

Those within the current age demographic, are far less likely to use the bus service than younger and less affluent families, who are less represented because of house shortages and unaffordability of house prices.

New homes not only increase the population, they help to redress the balance towards the national demographic profile, because new homes are usually occupied by younger families who are currently under represented in this area due to affordability and lack of family homes. Just the extra customers who bus operators rely upon for custom.

3. SCHOOLS AND EDUCATION

As part of the initial site review process we have liaised with the Local Education Authority in order to establish the current and future capacity in local Primary and Senior schools.

It has been identified that there is no capacity in the local Primary Schools to accommodate the expected number of children who will be living on the completed development. As such, if planning permission is granted, a contribution will be paid to the local education authority to ensure that sufficient school places are made available.

Often people are concerned that the proposed new development will add pressure on the local school. In reality and supported by research, a proportion of the pupils who will live on the new development will already be attending the local school. Many other pupils are

FREQUENTLY ASKED TOPICS

currently driven in from outside the traditional catchment area by parents who appreciate the school's reputation. This is not a sustainable situation, and if local children continue to decline in numbers and more come to school from further afield, it is possible that the local education authority may consolidate the schools, potentially closing the smallest.

4. FLOODING

The site is within Flood Risk Zone 1 and therefore has the lowest risk of flooding. This is confirmed by the Environment Agency's flood map data.

A flood risk assessment will be produced by our appointed specialist consultants to accompany our planning application. The assessment will demonstrate how surface water will be dealt with at the proposed development.

In order to ensure flooding downstream from our site is lessened, rather than increased, as a result of our development, we are proposing to provide an attenuation pond (sometimes called a "Balancing Pond"). This pond collects the rainfall from our land and discharges it into the network at the rate the land currently releases rainfall, this is often referred to as the "Greenfield Run off Rate". The pond we place on site will be 20% larger than that required to accommodate rainfall from our site alone. This extra capacity lessens the likelihood and amount of existing flooding that may have already occurred further downstream.

5. GP CAPACITY

Through our initial site review process we understand that there is capacity in your local GP Surgery.

6. ECOLOGY

A specialist ecology consultant has been appointed to survey the proposed site for protected species. To ensure that we have comprehensively evaluated the site for ecology and wildlife, additional surveys will take place prior to the determination of the planning application.

Whilst the additional surveys may identify that there are protected species on-site, the development proposals will provide adequate mitigation, and wherever possible enhancement, to ensure these species are protected.

The land we are proposing to build homes upon is currently agricultural land and is therefore home to very few species of plants. It is accepted by wildlife experts that suburban gardens, balancing ponds and green spaces on new developments provide a home to a vastly greater range of wildlife and flora than any farmed field. Therefore the range of Biodiversity will be greatly increased by this proposal.

FREQUENTLY ASKED TOPICS

7. FACILITIES IN THE VILLAGE

We believe that, if possible, a scheme like the one we are proposing, should help provide an additional facility or facilities to improve the range of services that are currently available in Euxton. The facility will be able to offer amenity to new and existing residents alike, and will make your community more self-sufficient ("sustainable").

Through this consultation, please let us know your opinion on what facility would be of most value to your household and community.

8. JOBS AND LOCAL ECONOMY

Your local authority has an enviable record for job creation and enjoys a very low level of unemployment, which at 3.7% is well below that National average of some 5.4%.

It is a combination of the skilled and well educated population living in your locality, along with a high proportion of entrepreneurs and a supportive council that has given rise to a far higher level of new business start-ups and jobs in typically the fast growing knowledge, technology and service sectors of our economy.

These type of jobs are often more prevalent in towns, villages and rural areas than in cities, because entrepreneurs typically like to work close to where they choose to live, which partially explains why your local authority is more prosperous and enjoys low unemployment.

Our research shows that within the borough of Chorley there are over 4,500 business premises and over 39,000 jobs offering a range of opportunities.

We would also expect some new occupants in the intended homes to be entrepreneurial and creators of new local businesses. A significant and fast increasing proportion of people now work from home, which not only creates a very sustainable lifestyle, it also increases spending locally.

Our research indicates that the gross spending power of the new residents will be in excess of £4.08 million each year, a proportion of which will be spent within the locality.

9. AFFORDABLE HOUSING

The proposal will include up to 30% affordable homes. The homes provided will be "affordable" as defined by the Government. The range is expected to be shared ownership, discounted open market and rented homes. The exact mix of house sizes and tenures will be decided by negotiation with your local authority Housing team.

Typical occupants of the "Affordable" homes are skilled workers, newly married locals, teachers, nurses, police officers or local people wanting to return to the area they grow up in for example those local 'children' returning from university. Providing a range of affordable homes on site ensures that those living in the locality have access to a range of housing options.

FREQUENTLY ASKED TOPICS

10. OPEN MARKET HOUSING

This will form the other 70% of the homes to be built and typically attracts buyers with young, or imminent, families who normally have a local connection to the area. These families typically use the school, shop and pubs in the area to a greater extent than the older generation and help ensure the continued survival of these community facilities, as well as creating a more balanced age profile.

Without more housing, the children of Euxton have tended to have to move away to areas with more affordable housing, when in preference many would have preferred to stay far closer to home, friends and family.

11. WHY HOUSING GROWTH IN OUR SETTLEMENT?

Government policy on new housing is designed to ensure that all settlements grow, prosper and thrive rather than decline as the age profile rises.

Historically local authorities have been guilty of following the same pattern of growth in successive Local Plans without pausing to consider where the best place for development should be.

Edge of town sites perform well in sustainability terms and provide a meaningful contribution to an economically prosperous and thriving town centre, through increase footfall and spend in the local shops.

12. POTENTIAL RESIDENTS

Many of our previous public consultations have raised concerns about the potential influx of people affecting the harmony of the existing settlement.

In our experience the biggest proportion of new residents will be people who already know and love this area. They will often have been brought up here, have relatives here, work locally or already live here and may be moving to a more appropriate accommodation to meet their needs.

Gladman consider all correspondence received and our response to the issues raised will be set out in a Statement of Community Involvement (SCI). As part of a planning application, Gladman submit to the Local Planning Authority a complete copy of all correspondence received (including any details such as your name, address and email where you have provided them). This ensures all your comments are available to the Council during the consideration of an application and shows who we have consulted. As the SCI forms part of the formal application documents, the Council may publish it online, subject to their own Data Protection policies. Should the application be the subject of an appeal, the same information will be forwarded to the Planning Inspectorate. If further consultation is carried out as part of the planning process, Gladman may use your details to make you aware of this and to ask for your views, but will not use this information for any other purpose.



Your Views Euxton

Gladman House
Alexandria Way
Congleton
Cheshire
CW12 1LB

www.your-views.co.uk/euxton

Please note that all of the information we are providing to you in this document and on our Website is in draft form and will be refined and updated as part of the entire Consultation exercise. Not only will our proposals be shaped by your responses, we also cannot be as knowledgeable as local people who have lived and often grown up in Euxton, so if we have made errors or omissions in our work to date we will be grateful for help in correcting these.

MONTH **April**

YEAR 2016/2017

EXPENDITURE

[illegible]

CUM TOTAL

6585.05

9.67

6575.38

EUXTON PARISH COUNCIL**Item 6.2****Income Report 2015 / 2016**

Date	Description	Inv	£
13-Apr	H M Revenue & Customs (VAT)		9486.18
20-Apr	Precept and Grant		109509.00
30-Apr	RBS Interest		15.62
13-May	Five Acres (ad)	45/039	35.00
29-May	RBS Interest		33.83
17-Jun	Manchester Ace Property (contra	008	255.00
17-Jun	Chorley SSP	001	30.00
18-Jun	Euxton Girls		40.00
24-Jun	Euxton War Mem Club (advert)	006	220.00
24-Jun	Spar (flowers)	010	200.00
25-Jun	Rimmers (adverts)	45/015	400.00
30-Jun	RBS Interest		36.59
10-Jul	Right at Home (advert)	005	240.00
10-Jul	Busy Bodies (advert)	003	225.00
10-Jul	5 Acres (advert)	004	35.00
31-Jul	RBS Interest		10.41
06-Aug	Rimmers (adverts)	002	400.00
11-Aug	Lancs Carpet Care (advert)	013	35.00
21-Aug	Chorley Home Imp (advert)	007	225.00
21-Aug	Do Fitness (adverts)	006	70.00
28-Aug	RBS Interest		9.28
11-Sep	Glovers Bakery	011	200.00
11-Sep	C Hartley (advert)	014	120.00
14-Sep	Lee Baron	009	250.00
17-Sep	Windowworld (advert)	015	68.00
23-Sep	United Utilities		55.00
30-Sep	RBS Interest		10.59
07-Oct	Manchester Ace Property (contra	021	510.00
12-Oct	Homepride (advert)	018	35.00
14-Oct	Euxton Girls (pitch)	017	960.00
30-Oct	RBS Interest		9.26
09-Nov	Lee Baron	020	500.00
12-Nov	Euxton Pre School	016	300.00
16-Nov	Yarrow Nursery		220.00
30-Nov	RBS		9.40
10-Dec	Diane Oakden (adverts)	19/22	70.00
31-Dec	RBS Interest		9.08
15-Jan	Churches Together	028	120.00
15-Jan	Right at Home	027	80.00
15-Jan	Jane Beenham (advert)	023	35.00
19-Jan	HMRC VAT refund claim		5851.10
29-Jan	RBS Interest		8.39
01-Feb	Railway (advert)	024	68.00
08-Feb	Windowworld (advert)	025	68.00
12-Feb	Five Acres (ad)	026	70.00
19-Feb	Do Fitness (adverts)	031	35.00
29-Feb	Euxton Mortgage (advert)	033	300.00
29-Feb	RBS Interest		8.69
01-Mar	Churches Together (advert)		120.00
01-Mar	Wildlife Gardner (advert)		35.00
01-Mar	Right at Home (advert)		80.00
14-Mar	Macaree (advert)		120.00
21-Mar	Euxton War Mem Group		6878.23
31-Mar	RBS Interest		8.38
			138,723.03

Budget allocations

Adverts	Training	Flower Sponsor	Pitch Fees	Leng's Revenue / Amenity	VAT Refund	Precept / Bank Interest	Other	Other Healthy Sts	
02-3	03-1	06-3	06-9	06-9	08	08	08	08-1	
					9,486.18				
						107,800.00			
						1,709.00			
						15.62			
35.00									
						33.83			
				255.00					
			30.00						
			40.00						
220.00									
		200.00							
400.00									
						36.59			
240.00									
225.00									
35.00									
						10.41			
400.00									
35.00									
225.00									
70.00									
						9.28			
		200.00							
120.00									
				250.00					
68.00									
					55.00				
						10.59			
				510.00					
35.00									
			960.00						
						9.26			
				500.00					
300.00									
220.00									
						9.40			
70.00									
						9.08			
120.00									
80.00									
35.00									
					5,851.10				
						8.39			
68.00									
68.00									
70.00									
35.00									
300.00									
						8.69			
120.00									
35.00									
80.00									
120.00									
							6,878.23		
						8.38			
3829.00	0.00	400.00	1030.00	1515.00	55.00	15337.28	109678.52	6878.23	0.00
02-3	03-1	06-2	06-8	06-8		08	08	08	08-1

EUXTON PARISH COUNCIL**Item 6.2**

Bank Reconciliation

Financial year ending 31 March 2016

Balance per bank statement as at

31 March 2016

	£	£
Current account balance	529.26	
High Interest Account	196,441.41	
TSB	0.00	
Co-op	0.00	
Santander	0.00	
		<u>196,970.67</u>

Less: any unpresented cheques as at the statement date

Cheque No

Amount

4233	195.00 -
4235	86.14 -
4237	6.00 -
4241	51.37 -
4243	110.00 -

- 448.51

Add: any unbanked cash

0.00

0.00

Net bank balances as at:

31 March 2016

196,522.16Cash Book as at:

31 March 2016

Opening Balance	172,524.54
Add: Receipts in the year	138,723.03
Less: Payments in the year	- 114,725.41
	<u>196,522.16</u>

EUXTON PARISH COUNCIL**Item 6.2****Budget Breakdown Report 2015/2016 (cumulative for year)**

Budget Codes	Description	Committee	Budget 2015/16	Carried fwd from 14/15	Total Budget avail 15/16	Spend to Date	Income 2015/16	Budget Via	Budget Balance	Note	Section totals
01 Employees											
01	Employees	PC	51500		51500	52841			-1341		52841
02 Housekeeping											
02-1	Employee Mileage	Per	1600		1600	1384			216		11765
02-2	General Office - stationery, copy, post, IT, tel	PC	1400		1400	1621			-221		
02-3	Publicity - newsletter/AnnRep/ Other	AP	3000		3000	4635	3829		2194		
02-4	Insurance	C	2500		2500	2657			-157		
02-5	Subscriptions	C	250		250	219			31		
02-6	Audit	C	1000		1000	580			420		
02-7	Legal Fees/Planning Investigation	C	2500		2500	669			1831		
03 Council											
03-1	Training/Conference Fees	C	350		350	426	0		-76		426
03-2	Elections and Parish Poll Fund	C	0	5000	5000	0			5000		
03-3	General Reserve	C	0	22803	22803	0		-500	22303	*2	
04 Grants/S137											
04-1	Grants	AP	3000		3000	1670			1330	*1	2498
04-2	Christmas Celebrations	AP	1000		1000	828			172		
05 Special Events/Projects											
05-1	Euxton Gala	AP	700		700	695			5		1683
05-2	Balshaw Lane Pond	L	2500	4500	7000	0			7000		
05-3	Neighbourhood Plan	NWG	0	2000	2000	0			2000		
05-4	Quality Status renewal	C	50	200	250	0			250		
05-5	Website	AP	2000		2000	600			1400		
05-6	Comms and social media methods	AP	250		250	137			114		
05-7	Increase public involvement work	AP	250		250	251			-1		
05-8	Finance software	F	2050		2050	0			2050		
05-9	Heritage Fund	AP	212		212	0			212		
06 Amenity/Utility											
06-1	Utilities	C	1100		1100	808	55		347		37165
06-2	Gardens/Planting/Competitions	AP	3250		3250	3013	400		637		
06-3	War Memorial	AP	0	2500	2500	187			2313		
06-4	Millennium Green - grass cuts, maint	L	2000	1000	3000	2317			683		
06-5	All Purposes Committee	AP	0	4000	4000	984			3016		
06-6	Greenside Pitch Maintenance	L	3000		3000	0			3000		
06-7	Play Equipment Replace Scheme	L	13350	11774	25124	20000			5124		
06-8	Amenity/Open Space RRM	L	13500		13500	9857	2545		6188		
07 Earmarked Reserve/Carry Forward Money											
07-1	Land Fund/Amenity	L	0	18684	18684	0			18684		213
07-2	Street Sweeping Machine Fund	AP	500	3500	4000	0			4000		
07-3	Bowling/Boules Project	BC	2500	60000	62500	213			62287		
08 Other											
08-1	Healthy Streets		0	1129	1129	313	131894	0	817		813
08-2	Ransnap Brook		0	279	279	0			279		
08-3	BT Wayleave/Available		0	788	788	0			788		
08-4	Green Partnership Grant (Mgreen)					500		500	0		
			115312	138157	253469	107403	138723		152895		107403

VAT total on purchases

£7,322.00

exl vat

*1 part library grant unclaimed yet

*2 £500 GP Grant earmarked to 8-4

Section 1 – Annual governance statement 2015/16

Item 6.3

We acknowledge as the members of:

Enter name of
smaller authority here:

EUXTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Item 6.4

Enter name of
smaller authority here:

EUXTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	172,825	172,825	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	104,814	107,800	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	38,491	30,923	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	51,022	54,225	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	85,382	60,501	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	172,825	196,822	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	172,825	196,822	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	767,548	767,549	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

7.1 Finance Committee - Recommendation from the Finance Committee Chair

To adopt the proposed new Financial Regulations with immediate effect. By the 31 Aug 2016, the Finance Committee to have considered amendments to the Regulations and made recommendations for discussion and adoption by the Council in 4 subject areas:

1. Tender/procurement process
2. Management and governance of debit card and associated bank account
3. Budget process following adoption of a December Council meeting
4. Community Infrastructure Levy (CIL) process

DRAFT

For consideration by Full Council. Version 3 February 16 as agreed by Finance Committee.

Based on model Financial Regulation of NALC.

NALC doc often refers to 'Clerk or RFO'. As EPC Clerk is appointed RFO the Finance Committee agreed to use the word 'Clerk' not RFO.

All £ values given are ex VAT where applicable.

EUXTON PARISH COUNCIL FINANCIAL REGULATIONS

Draft 3 February 16

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These Financial Regulations were adopted by the Council at its Meeting held on [.....]

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 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 Clerk;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up-to-date in accordance with proper practices;

- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the Clerk shall be sufficient to show and explain the Council's transactions and to enable the Clerk 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 Regulations².
- 1.11. The accounting records determined by the Clerk 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 Clerk 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 Clerk 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.

² In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Personnel Committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the Clerk in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter for that quarter, and at each financial year end, a member ideally other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. 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 Clerk 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 Clerk, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have 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 Clerk 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 Clerk shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

3.2. **Outside of the Committee delegated power**, all bids and budget items of more than £1000 (inc multiple bids each below £1000 for a single project) shall be accompanied by a very brief/outline description.

3.3. In conjunction with the Finance Committee the Clerk must each year, by no later than end November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee and Council. The formal budget process is as follows

- Beginning Oct Clerk prepares:
 - First half of current year, and
 - Early Draft budget based on that half year.

Budget modified by any known additions/deletions and Committee Chair inputs.

- Early October Finance Committee meeting examines budget so that it understands as much as possible all elements.
- Mid-October, Council provided with budget plus key figures - total spend, likely precept and comparison with current year figures.
- Council asked for early broad guidance from mid to end October as to whether budget is about right, wrong, etc and for priorities.
- End October/begin November Committee Chairs asked to finalise budget bids (in accordance with Financial Arrangements) with explanations so that Finance Committee has complete understanding
- Using any guidance given, early November onwards Finance Committee derives possible project priorities and spending plans and/or cuts so that alternatives are available for January Council meeting
- January Council meeting discusses and agrees budget

In order to accommodate budget items that are subject to timescales of bodies external to the Council and to accommodate significant emergency items, Committee Chairs may submit exceptional budget items up to the end of December. The possibility of such additional items with as much detail as is known should, though, be provided to the Clerk as soon as possible beforehand and ideally before the end of November.

- 3.4. The Council shall consider annual budget proposals in relation to the Council's three year forecast (if any) of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Council's general reserve budget shall be set at 3 months 'routine' (ie non-discretionary) spend.
- 3.6. 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 Clerk shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.7. 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 non-routine 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 (except as provided in para 4.5;

- a duly delegated committee of the Council for items up to £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chair of Council or the Chair of the Personnel Committee. The Clerk will inform committees 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 £2000. The expenditure should be incurred ideally in consultation with the Chair or Vice Chair of the Council, and the Clerk shall report such action to the Chair 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. At each full Council meeting the Clerk 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, and examined by the Finance Committee for recommendation to Council. For this purpose "material" shall be greater than £100 or 10% of budget whichever is greater.
- 4.9. Statements are to be provided with at least 3 clear days notice or greater period if required by legislation
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4.11. CIL monies paragraphs to be added if confirmed by Council

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the Clerk 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 Clerk shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. Schedules of payments must be provided to Council with at least 3 clear days notice, or greater period if required by legislation. Schedules shall include the Petty Cash statement. 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 Chair 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. The Petty Cash schedule presented to Full Council will list all items separately, show the total, the spend, vat amounts, how much the required top-up cheque is to bring the balance back to £300.
- 5.4. All invoices for payment shall be examined, verified and certified by the Clerk 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.
- 5.5. The Clerk shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk shall take all steps to pay all invoices submitted, and which are in order, at the next available Council.
- 5.6. The Chair and Clerk 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 certifies 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) Fund transfers within the Council's banking arrangements, and a list of such transfers shall be submitted to the next appropriate meeting of Council.
- 5.7. If required, for each financial year the Clerk and Clerk shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or a duly authorised committee, may 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. Approval may also be given for small variations in PAYE/NIC/Salaries.
- 5.8. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and/or made.
- 5.9. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Outside of delegated Committee authority, any Revenue or Capital Grant in excess of £500 shall before payment, be subject to ratification by resolution of the Council.
- 5.10. 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.
- 5.11. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.12. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by 2 members.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council shall be signed by two members of Council, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider

Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council (including immediately before or after such a meeting). Any signatures obtained away from such meetings (para 6.7 below) shall be reported to the Council at the next convenient meeting.
- 6.7. Invoices received up to the date of Council meeting can be paid by cheque, three Councillors to check invoices (two cheque signatories and one verifier). The details of this process will be presented to the next Council meeting.
- 6.8. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.11. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council, its bank accounts, or its debit cards to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site using a council-owned cloud storage account.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by 2 members. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £2000 unless authorised by Council in writing before any order is placed. Petty Cash will be held by the Chair when the Clerk is on holiday.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The accounts for any and all debit cards are to be reconciled in the same way as Bank accounts and presented to Council in the same way at each Council meeting.
- 6.22. The Clerk may hold petty cash for the purpose of defraying small or urgent operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- a) The Clerk shall maintain petty cash of £300 per month, to be kept in a cash tin; the amount will be £600 if there is 2 months between full Council meetings.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float and the petty cash reconciliation shall be shown separately on the schedule of payments presented to Council under para 5.2.
 - d) Regular expenditures such as telephone, computer and photocopy charges are not to be taken from the petty cash.

e) Petty cash should not be used for payments that should normally be made through the normal invoice/cheque or other payment system. Purchases that are not urgently required must not be made through petty cash.

f) Petty Cash will be held by the Chair when the Clerk is on holiday.

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, on recommendation of the Personnel Committee.

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

a) by any Councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

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

7.6. Any exceptional payment (cash or in kind) outside of basic salary and approved overtime should first be approved by the Personnel Committee normally within 4 weeks, and then placed before full Council for consideration. This is to ensure that the payment will meet HMRC regulations.

7.7. Any employee termination payments shall be supported by a clear justification and reported to the Council. Termination payments shall only be authorised by Council.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected 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 (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 Chair of the Council at the same time as one is issued to the Clerk.
- 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.
- 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.
- 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 and the Clerk shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council or delegated Committee will review all fees and charges (usually 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. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Clerk considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The Clerk shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the Clerk shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Clerk.
- 10.3. All Members and Officers are responsible for obtaining value for money at all times. The Clerk 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 (i) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The Clerk 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 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 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;
 - iii. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - iv. for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk shall act after consultation with the Chair and/or Vice Chair of Council); and
 - v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. For any tender or contract the amount of the Council's budget for the particular project may be disclosed to contractors who have or may be invited to tender for the work only following a specific resolution of the Council or delegated Committee.
- c. For any tender, until the Council has decided to which tenderer it will award the contract, any and all communication from and with those invited to tender is to be conducted only in writing (e-mail is acceptable), and all such communication will be shared with all potential tenderers. Invitations to tender will inform contractors and potential contractors of this requirement.
- d. Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite quotations from at least three firms to be taken from the appropriate approved list.
- e. 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.
- f. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least 2 members of Council. However, all members are to be invited to the opening.

- h. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- i. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- j. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £25,000 and above £1000 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- k. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- l. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- m. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

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

- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk 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 shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 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 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 Financial Regulation 17), the Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The Clerk shall be mindful of and attend to all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3. The Clerk 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 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.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk 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 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.

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7.2 Bowling Committee - Signs for Greenside car park areas

Sign quotations are £19.50 (+vat) per sign 400m x 300m white composite panels cut to size. Two signs will be fitted to hand rails, two in the ground so legs will be required, these can be installed by ourselves. The extra costs for posts and rail fixings are £10 per sign for rail/clips, four leg posts £30.

Total £148 for signs/clips/legs plus some fitting materials.

**RESIDENTS
PARKING ONLY**

**Parking for users of
Greenside Recreation
Fields only**

Euxton Parish Council, 01257 234004