

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 18 February 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 (Item 4)
5. Items carried forward from previous meeting  
Roads in Euxton  
Markings - Update from the A581 issue from the last meeting, and receive reports of additional areas (Item 5a)  
Bus Service  
Bus service route changes, letter from a resident (Item 5b)
6. 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.
7. Financial Items  
Receive financial reports 1, 3 and 4 and approve Expenditure report 2 (Item 7)
8. Committee/Working Group Reports and Recommendations
  - 8.1 All Purposes Committee - verbal update of the meeting and recommendation below:  
Recommendation: to consider the setting up of an email system connected to the website to provide Councillors with 'council' email addresses (Item 8.1)
  - 8.2 Personnel Committee Recommendations (Item 8.2)
    - a) IT equipment (Item 8.2a)
    - b) Telephone/Broadband(Item 8.2b)
    - c) Contracting out employee salary process
    - d) Council Meeting dates i) & ii)
    - e) Budget spending
  - 8.3 Finance Committee (Item 8.3)
    - a) Risk Register (Item 8.3a)
    - b) Insurance needs currently meet the Risk Assessment
    - c) Financial Regulations i) & ii) (Item 8.3c)
    - d) Sector Led External Audit system
  - 8.4 Other Committee/Working Group verbal updates

9. Euxton Library

Update on any information received regarding the Library consultation, consider the Expression of Interest form referred to us by LCC (Item 9)

10. Consultations

Culbeck Lane application to upgrade to a restricted byway (consultation emailed to Cllrs 27 January 2016) – consider if we have any relevant evidence, statements etc, or observations on the application (Item 10a)

Pear Tree Lane presentation updates and letter from a resident (Item 10b)

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: 11/02/16

**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**

**Meeting calendar** deadline for agenda items/submit papers is 7 clear working days prior  
2016: 17 March, 21 April, 19 May, 16 June

**Newsletter calendar**

Distribution 1<sup>st</sup> week of June, deadline early May 2016

Distribution 1<sup>st</sup> week of September, deadline early August 2016

Distribution 1<sup>st</sup> week of December, deadline early November 2016

Distribution 1<sup>st</sup> week of March, deadline early February 2017

**MINUTES** of the Full Council Meeting held 21 January 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

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

Members of the public 7

1. Apologies

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.2, as a relative of an employee.

3. Minutes of Council Meetings

**Resolved:** Minutes of the Council Meeting on 19 November 2015, four alterations were proposed and accepted, the minutes were agreed to be an accurate record, and signed by the Chairman with the alterations initialled.

4. Statutory Business

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

15/01101/FUL, 02, 03 Coplands Farm, Dawbers Lane applications – the response was sent to the planning authority, as circulated to Councillors between meetings, objecting to overdevelopment in the greenbelt.

5. Public Participation - Residents and Police Matters

**Resolved:** Council resolved to suspend standing orders.

Two members of the Memorial Group updated the Council on its project for a living tree legacy for each of the names on the memorial and the offers of support and assistance they have received. They asked Council to assist them with the project and will write in with the request including the information.

A resident said he had attended the Pear Tree Lane development exhibition and said maybe they could assist with land for the memorial project. He informed Council of the flooding problems which Orchard Close had had on Boxing Day. He spoke to the Pear Tree Lane development exhibition representatives about the flooding and they said they would undertake to look at the drains under School Lane.

Chair informed of a meeting she had attended at Chorley which discussed flooding and that there was to be a Flood Drop In event in the Town Hall on the 28<sup>th</sup> January from 3pm to 8pm.

Two Borough Councillors had submitted a letter to the Council, which had been circulated prior, highlighting the risk to Euxton Library and asking if Council might consider action to save it by investing in it as it could be used for more such as a café, the Council's base and more.

**Resolved:** Council resolved to restore standing orders.

**Resolved:** Chair proposed that Item 10 was brought forward, agreed.

10. Consultations/Notifications

a) LCC Lancashire Libraries consultation

Members discussed this item. The consultation is designed in clusters and Euxton is in a cluster with Eccleston and Parbold. This had been discussed at the Chorley Liaison meeting the Chair had attended and Chorley were seeking ideas and plans to help areas.

**Resolved:** Council agreed to write a letter to Lancashire County Council requesting more information regarding the proposals, registering its interest in knowing the plans and dates for decisions.

**Resolved:** Council agreed to respond to the consultation, why the library is valuable, its usages in the village, events held there, impact of a loss of the service in light of the developments and growth of Euxton.

b) Penwortham Town Council Neighbourhood Plan consultation.

The consultation was noted, respond thanking for the information.

c) Public exhibition for site off Pear Tree Lane – circulated to Councillors 7 January 2016. Consider a response if necessary.

This item was discussed at length, the proposed layout of the, no parking for the allotments, roads and flooding, access entrance on the crest of the hill, trees and more.

**Resolved:** Council agreed for Cllr Parr and Thornhill to draft a letter including all the relevant points, circulate to all for approval/change for submission.

d) Smart Metering installation proposed at Euxton Lane

It was identified that the plan appeared to be incorrect. Noted, no comment.

## 6. Financial Items

### 6.1 Banking Arrangements

**Resolved:** Council approved the opening of bank accounts with:

TSB account

Co-operative Bank account

Council approved the opening of bank accounts with the Santander and nominated from the bank signatories, Cllrs E Jones, A Caughey, K Reed, Clerk to check that Clerk is able to administer the account if not a signatory, if not, one Councillor would step down.

Council approved transfer amounts of:

Transfer £50,000 to the TSB account

Transfer £50,000 to the Co-operative Bank account

Transfer £75,000 to the Santander account

### 6.2 Receive financial reports 1 and 4 and approve Expenditure report 2

Chair raised issues with the petty cash system, the repeated errors and possible ways to improve the reporting. Discussions took place on some items and how they were purchased and if these should be reported separately.

The Finance Committee will be considering a Council debit card. It was suggested that purchases should only be made with suppliers we could have an account with.

Clerk suggested to have no petty cash so there was no cash sitting in the Clerk's home and possibly a Council debit card system.

Chair asked for the consideration of the SLCC membership to be discussed in the Part 2 section.

**Resolved:** Council received reports 1, 3 and 4 and agreed the itemised requests for payment be approved for payments on report 2, which had been checked by a Councillor prior – with the exclusion of the SLCC cheque until discussed later.

<b>Creditor</b>	<b>Description</b>	<b>Total £</b>
Easy Web-Sites	Website maintenance standing order	24.00
Newsquest	Delivery of December newsletter	96.45
Arco	Brushes and PPE	159.57
Chorley Council	Play inspections	339.70
Townsend Print (Skipton)	Printing of December newsletter	670.00
Lancs&Mersey CTP	Training	75.00
Lancs&Mersey CTP	Training	186.00
Chorley Civic Society	Subscription	20.00
E-on	Electricity at pavilion	39.08
Chorley Council	Grass cutting	3767.75
1st Euxton ROF Scouts	Delivery of December newsletter	60.00
Viking Direct	Stationery and postage stamps	167.14
Elite Industrial Supplies	HiViz waistcoats and coats	261.89
Bell Brush	Litter tongs	258.00
United Utilities	Water at pavilion	21.16
Gibsons Garden Machinery	Repair to vacuum	176.38
DW Groundwork	Tree thinning project on M'Green	500.00
Royal Mail	Freepost licence renewal	112.80
Cash	Petty cash fund reimbursement	95.23
Employee 1	Reimbursements	26.78
Employee 2	Reimbursements	67.20
Employee 3	Reimbursements	78.58
Employee 4	Reimbursements	51.80
Employee 2	Salary January 2016	806.34
Employee 3	Salary January 2016	926.79
Employee 4	Salary January 2016	778.71
Atlas Business	Photocopies	273.60

### 6.3 Consider precept budget figures report

Chair of Finance Committee informed that there were a number of late items from Committees submitted for the precept budget and according to the Financial Regulations committee request should be in by the end of November.

**Resolved:** Council agreed to:

- reduce back and remove the late entered budget requests from the Committees
- to increase the General Reserve budget by £18,440
- to increase the Audit budget by £200, the Utilities budget from £750 up to £1000
- to carry forward the £2,050 finance software figure and not re-precept for it
- to correct a carry forward figure of £1,330 in the grants budget and a repeat line of £500 at the bottom
- to retain the £2000 Neighbourhood Plan budget
- to set the precept council tax base figure for residents at £24.37

**Resolved:** Chair proposed that Item 8b was brought forward, and items 8a and 9 be carried forward to the next meeting, agreed. Clerk to inform resident of item 9 of delay and that it had been carried forward for next months meeting.

### 8b. Flooding

Members discussed flooding and areas of flooding at length, and the suggestion made at the last meeting to have a flood plan. Chorley Council is to include the parish councils in its flooding consultations and there is to be a Flood Drop In on

January 28<sup>th</sup>, 3pm to 8pm at the Town Hall. The bridge flooding, near to the Bay Horse was discussed along with areas of Pear Tree Lane and road floods.

**Resolved:** Council agreed a letter deploring the impact that the flooding at the railway bridge, near to the Bay Horse, had on the village in diversions, problems, length of closure. Cllr Thornhill will draft the letter to be sent. Flooding will be on the February agenda to look at setting up a plan. Councillors are to send in to the Clerk to collate all the areas flooded, road sections flooded and problems. Look out for any information on flooding from Chorley/Lancashire. Newsletter article.

As there was no further business, the Chairman declared the public meeting closed.

9.45pm SW AP left

Following the part 2 section:

Cheque approvals following recommendations

**Resolved:** The following cheques were approved for payment.

21-Jan	Employee 1	Salary January 2016	1574.06
21-Jan	HMRC	Tax & NI January 2016	745.53

7.2 Leisure Committee - Consider the request from Primrose Hill Primary to use Greenside facilities for the schools' Sports Day on 23 May due to their being out of action and to ensure the children do not miss out on the sports day. Also 25 June for a football schools tournament.

**Resolved:** Council approved usage by Primrose Hill School of Greenside pitches and facilities.



**Planning Application 15/01230/FUL Comments of Euxton Parish Council**

The Parish Council supported the original application (10/00456/OUTMAJ) for 55 apartments, community facilities and 6 two storey cottages (retirement living). Although this was for development in the greenbelt, which the Council generally opposes, it was felt that this proposal was preferable to the derelict mill that formerly occupied the site and there was no prospect of the land being reclaimed and restored to nature.

For the same reason (except that the mill was then demolished but the site was still derelict and unsightly) but with less conviction, the Council also supported a subsequent application (15/00162/OUTMAJ) for 11 self build detached houses. The Design and Access statement for this latter development explains that there was no interest in the retirement living proposal from specialist developers and that a small residential development was a preferred alternative. The Council admits that it had not realised that the self build houses were intended by the applicant to be constructed in parallel with and not instead of the six cottages (although these are admittedly shown on site plans for the self build proposal).

Subsequent relevant applications (15/00913/REM, 14/01127/OUTMAJ, 15/00971/DIS and 15/01046/DIS relating to the cottages present a rather confusing picture and Council did not appreciate that the applicant was seeking to construct these cottages independently of the rest of the site.

The current, part retrospective application is for the 6 two storey cottages that formed part of the original "retirement village" proposal. Like the rest of the retirement village these cottages were intended "to be designed and built purposely and solely for the use of people over the age of 55" (Green Belt Policy Statement with application 10/00456/OUTMAJ) and the then proposed development contained all the necessary infrastructure for a retirement community.

Clearly the cottages are no longer considered to be part of a retirement community with all the necessary infrastructure and the Council is surprised that later applications were approved as subsidiary matters relating to 10/00456/OUTMAJ when, as is now apparent, they clearly related to a quite different development concept. The current application (15/01230/FUL) now presents this new concept. It is to be regretted that the applicant has commenced construction on the basis of previous approvals relating to a different development

The Council is opposed to the new development proposal.

The site is in a very desirable location on a rural river frontage. The old mill has now been demolished but remains untidy and unattractive with building remains, spoil

heaps, knotweed etc. It needs proposals that will see the whole site developed in a suitable way. Alternatively, if it is not to be developed, the Council would be even more pleased to see proposals for its reclamation and restoration as part of the natural landscape. However, the cottages are presented in isolation, have no obvious merit that respects their location and the remainder of the site has no currently approved development proposal. It could therefore emerge that the 6 cottages could form a small, incongruous development surrounded by the remains of the demolished mill. Far from being a better alternative to the former derelict mill this would be "the worst of both worlds"

The Council would prefer to see a coherent proposal for the whole site, whether for reclamation or development, that does justice to this attractive and unusual location. The planning history of this site also prompts the Council to request that any approvals be conditioned to ensure that, as far as is possible, a developer is committed to comprehensive rather than piecemeal implementation.

If, However, the Borough Council is minded to accept this development then it should be conditioned to best respect the site and its surroundings. Further the development should include the improvement of the footpath alongside the river in front of the cottages. This is an important footpath for Euxton and for Chorley and is in a particularly poor condition in this location. The path should be improved to be suitable for disabled access.

**Euxton Parish Council**  
**A581 Balshaw Lane road markings**  
**Report by Cllr Vyn Thornhill**

At the meeting on 19th November 2015 Council expressed concern at the dangerous state of the roadmarkings on Balshaw Lane and asked me to take the matter up with LCC. After some resistance from LCC our pressure has proved reasonably successful as can be seen on the site.

The following is the text of the last e-mail sent to LCC. Members will see that this also mentions the matter of the poor state of the markings on Euxton Lane (as raised by Cllr Parr at the November meeting). At the time of writing there has been no reply from LCC.

*Thanks for yours of 29th December and the Parish Council is very grateful to you for listening and reacting to its concerns. The Council would remind you that the yellow lines remain in very poor condition but there is no evidence that they are being abused and it is accepted that the County Council will have higher current priorities for the limited funding available for road marking.*

*However the Council would draw it to your attention that the road markings on another main road through the village, Euxton Lane, are also seriously deficient. The road contains two large traffic signal junctions and other significant priority junctions on the length between Westway (B5252) and Wigan Road (A49). Like those on Balshaw Lane, the markings here are virtually non-existent in places, especially at the junctions. This road can appear to be excessively wide and the lack of helpful road markings only makes it more difficult to comprehend. The Council considers that these markings too are in need of early refreshment.*

**From:** [jean.cooper](mailto:jean.cooper)  
**Sent:** Wednesday, January 13, 2016 5:03 PM  
**To:** [euxtoncouncil@btinternet.com](mailto:euxtoncouncil@btinternet.com)  
**Subject:** Re Bus Routes

For the attention of all the Councillors.

Please at your next meeting can you discuss how the Council intends to deal with the loss of bus routes that affects users from the Bay Horse ie: in particular the lost 119 and 115 routes.

You are aware I am sure that from this area we can no longer get to Chorley hospital for our appointments without first taking a bus into Chorley and then another bus to the hospital - with the same procedure for return. I am in no doubt at all that you all know the age groups at this side of Euxton, a great many elderly people need these services as a priority, and also younger people with children, but as usual we are the one's who constantly get left out of any plans. Our neighboring village - Buckshaw is swamped out with services, and I can assure you that there are no more passengers use the bus from there as there are / were from the C 16 route that used to circle our estates and is sorely still missed - the reason given to us then was 'parking around the estate's ' which was a load of rubbish as Stagecoach sent the larger bus round instead of the smaller one which had always been used and the number of non paying users ie bus pass users, we cannot be on every bus every day of every hour, which again takes me back to Buckshaw and the amount of users there, that is after school and in between working hours - many as you know use the train from Buckshaw.

As an example I have used the 109 back from Preston and at any one time there were never anymore than 5 passengers used the bus.  
It therefore makes no sense to send what used to be until recently 3 buses per hour round Buckshaw.

Also again as you are aware - the 109 route at the moment is using the A49 from the Bay Horse due to the closure of the water logged bridge at the Bay Horse/Euxton Lane, therefore, is so ludicrous to ask that we may have 1 bus per hour from Chorley to Preston and return via Wigan Road as we did when we first moved here in 1971. All we have done since then is to have services cut to the bone with no concern for residents young or elderly- and it has become a very sorry state of affairs.

Do people sit at their desks and just ' strike out ' routes without regard as to whom it affects - most probably because they do not have to rely on a bus themselves.  
I worked in Preston for 13 years using the bus daily , so I feel I have paid more than my fair share of fares and into Chorley for many years before and after that.

It only remains for me to say how grateful I would be along with all my friends and neighbors if you could ' fight ' for the residents you supposedly represent and present us with a favourable result.

Some people on the estate where I live are having to walk down to the Bay Horse to catch the bus to Tesco ( recently re-instated ) and having to pay taxi fare's coming back due to heavy shopping, it really isn't on.

I have written in the past many times regarding this situation but to no avail , it would be nice if you could make a difference and make the changes that are necessary or at least work on our behalf to secure some beneficial routes.

Yours faithfully

Jean Cooper ( Mrs )



MONTH **FEBRUARY**

YEAR 2015/2016

**EXPENDITURE**

Date	Creditor	Description	Invoice Ref	Cheq No	Total	Vat	Net	Budget	S137	Cheque Cleared	VAT Claim
01-Feb	Easy Web-Sites	SO for website	188	SO	24.00	4.00	20.00	05-5			
18-Feb	Easy Web-Sites	Website build	189	4219	600.00	100.00	500.00	05-5			
18-Feb	Eccleston Electrical	Boiler, repairs	190	4220	1173.97	195.66	978.31	06-8			
18-Feb	Eccleston Electrical	Repairs	191	4221	226.55	37.76	188.79	06-8			
18-Feb	HFE Signs	Banner	192	4222	55.94	9.32	46.62	06-5			
18-Feb	Employee 1	Reimbursements	193	4223	19.25		19.25	02-1			
18-Feb	Employee 2	Reimbursements	194	4224	31.50		31.50	02-1			
18-Feb	Employee 3	Reimbursements	195	4225	35.67		35.67	02-1			
18-Feb	Employee 4	Reimbursements	196	4226	20.30		20.30	02-1			
18-Feb	Employee 1	Salary February 2016	197	4227	1464.98		1464.98	01			
18-Feb	Employee 2	Salary February 2016	198	4228	782.27		782.27	01			
18-Feb	Employee 3	Salary February 2016	199	4229	736.94		736.94	01			
18-Feb	Employee 4	Salary February 2016	200	4230	723.30		723.30	01			
18-Feb	HMRC	Tax & NI February 2016	201	4231	540.90		540.90	01			
18-Feb	Cash	Petty cash fund reimbursement	202	4232	160.57	26.47	134.10	02-2/6-8/7-3			
18-Feb	Chorley Council	Planning application fee	203	4233	195.00		195.00	07-3			
			<b>TOTALS</b>		6791.14	373.21	6417.93		0		

**CUM TOTAL**

106536.46	7149.10	99387.36
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**EUXTON PARISH COUNCIL****Item 7**

Bank Reconciliation

Financial year ending 31 March 2016

Balance per bank statement as at	<b>29 January 2016</b>		
		£	£
Current account balance		542.73	
High Interest Account		208,824.34	
			<u>209,367.07</u>
Less: any unpresented cheques as at the statement date			
	Cheque No	Amount	
	4185	96.45 -	
	4187	339.70 -	
	4189	75.00 -	
	4190	186.00 -	
	4191	20.00 -	
	4193	3,767.75 -	
	4196	261.89	
	4200	163.80 -	
	4218	745.53 -	
			<u>- 5,656.12</u>
Add: any unbanked cash		0.00	0.00
Net bank balances as at:	29 January 2016		<u>203,710.95</u>

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<u>Cash Book</u> as at:	29 January 2016	
Opening Balance		172,524.54
Add: Receipts in the year		130,931.73
Less: Payments in the year		- 99,745.32
		<u>203,710.95</u>

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<u>Cash Book</u> as at:	18 February 2016	
Opening Balance		172,524.54
Add: Receipts in the year		130,931.73
Less: Payments in the year		- 106,536.46
		<u>196,919.81</u>

**EUXTON PARISH COUNCIL****Item 7****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
<b>01 Employees</b>											
01	Employees	PC	51500		51500	47886			3614		47886
<b>02 Housekeeping</b>											
02-1	Employee Mileage	Per	1600		1600	1300			300		10215
02-2	General Office - stationery, copy, post, IT, tel	PC	1400		1400	1261			139		
02-3	Publicity - newsletter/AnnRep/ Other	AP	3000		3000	3530	2933		2403		
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		
<b>03 Council</b>											
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	
<b>04 Grants/S137</b>											
04-1	Grants	AP	3000		3000	1670			1330	*1	2396
04-2	Christmas Celebrations	AP	1000		1000	726			274		
<b>05 Special Events/Projects</b>											
05-1	Euxton Gala	AP	700		700	695			5		1663
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	580			1420		
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		
<b>06 Amenity/Utility</b>											
06-1	Utilities	C	1100		1100	808	55		347		35776
06-2	Gardens/Planting/Competitions	AP	3250		3250	2903	400		747		
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	8578	2545		7467		
<b>07 Earmarked Reserve/Carry Forward Money</b>											
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		
<b>08 Other</b>											
							124999				813
08-1	Healthy Streets		0	1129	1129	313	0		817		
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	99387	130932		160015		99387

VAT total on purchases

£7,149.10

exl vat

\*1 part library grant unclaimed yet

\*2 £500 GP Grant earmarked to 8-4

## **8.1 Email system for Councillors**

Consider the setting up of an email system connected to the website to provide Councillors with 'council' email addresses

The All Purposes Committee has created a new website for the Council, along with other contact methods (ie, Facebook and Twitter accounts). Whilst working through the building of the website the contractor informed of the option of Councillor emails.

The Committee considered that Councillors having a secure email could offer residents another method to contact Councillors but also a mechanism for Councillors to communication with each other. Currently for this to happen safely and within the ICO/Data Protection guidance Councillors would have to have a Data Controller License of their own.

### **Method**

The website contractor can create 18 emails for all of our Councillors eg. [Joebloggs@euxtoncouncil.org.uk](mailto:Joebloggs@euxtoncouncil.org.uk)

These email addresses would be IMAP email addresses and sit on a server belonging to @euxtoncouncil.org.uk (IMAP is "Internet Message Access Protocol (IMAP) lets you access **email** stored on a **mail** server")

When these IMAP addresses are mailed into the messages are delivered into a box on your computer which is set up for each of you (who wants a Council meail) and you can keep the emails separate, respond to them etc - they do not use or reveal your personal address, mail goes through the created Euxton address.

Because they sit on a server which belongs to @euxtoncouncil.org.uk and go through the Council system they are covered under the Council's Data Controller license (ICO written confirmation received).

The database can also be accessed via a webpage log in if necessary for info searches to satisfy FOI requests, for example.

The cost is £2.50 per mail box per month, which includes the set-up, maintenance and any help and assistance to install/reinstate the boxes on each of the Cllrs set up on the system. Helpline assistance also.

Councillors would be able to opt to have a Council email address which can be used internally between Councillors/Clerk and also opt for it to be published on the website for residents to directly use.

### **Costings**

Each mail box costs £2.50 per box/per month. Total cost if all 18 Councillors opted to have a Council email box would be £2.50 x 12 x 18 = £540 per annum.

## 8.2 Personnel Committee recommendations

### a. IT equipment

Recommend to Full Council to buy Council own IT equipment/software and associated items at costs up to £5,000 for equipment, up to £1,000 per year running/maintenance costs (see attached costing sheet)

### b. Telephone/Broadband

Recommend to Full Council to buy a Council own Mobile Phone at circa £10-15 per month; a dedicated telephone number/line, BT Cloud System, business broadband (as per the option considered) at an estimated cost of £328 set up and £576 per annum (see attached costs)

### c. Contracting out employee salary process

Recommend to Full Council to contract out the employee salary process to Studholme Bell, to begin at new financial/tax year of April 2016, at the quoted cost of up to £600 per annum.

### d. Council Meeting dates

i) Recommend to Full Council to arrange to have in future a meeting in December, for 2016 suggested to be the 13 December, with a limited agenda of setting the Precept and finance matters.

ii) Recommend to Full Council to arrange to have in future a meeting in July, for 2016 suggested the third Thursday as normal which would be the 21 July and change the August published meeting to a 'possible, if required' meeting date which could be cancelled if there is no pressing business to conduct.

### e. Budget spending

Recommend to Full Council that the Personnel Committee be given permission to spend the new budget headed 'Advice/assistance on NIC/VAT £1500 to use to gain advice.

## Item 8.2 (a)

Priced 6/2/2016. Prices and models and special offers change frequently at Currys weekly but they have stated that £500 will be sufficient for good laptop to cover our requirements without graphics.

### Cost of Laptop

Capabilities or Specs of laptops are dependant on price. Sophisticated photo editing packages will require a higher spec. Scan have advised that the ASSUS laptop will cope with simple photo editing packages such as the Adobe package priced below.

SCAN do not have any maintenance/insurance contracts and have to date not found anybody who would cover us. Would therefore have to use a local repair company or purchase another laptop. The only software they could supply is Microsoft Office. The Asus was £50 cheaper at Scan.

CURRYS/PCWORLD have comprehensive maintenance for hardware and software and accidental damage with loan of laptop if cannot be repaired on site for 2 or 3 years but equipment must be purchased from them. Reduction in price applicable when purchasing Bundles from Currys ie laptop, Microsoft and security.

	4 review rating	4 review rating	no reviews	3 review rating	3.5 review rating
	ASUS X555LA	HP Pavilion 15-ab269sa	Lenovo Ideapad 500( was IBM)	HP ENVY 17-N152NA	Toshiba P50-C-18L
Processor	Intel Core TM	Intel core TM i3 5157U	Intel Core TM i7 6500U	Intel Core TM i7 6500U	Intel Core TM i7 6500U
Cache	Dual -core 2.2GHz/2.7	Dual -core 2.5GHz	Dual -core 2.5GHz/3.1HGz	Dual -core 2.5GHz/3.1HGz	Dual -core 2.5GHz/3.1HGz
RAM	3MB	3MB	4MB	4MB	4MB
Storage	8GB	8GB	12GB	12GB	16GB
Graphics	1TB HDD 5400rpm	1TB HDD 5400rpm	1TB HDD 5400rpm AMD Radeon/R7 M360 2GB DDR3L	1TB HDD 5400rpm NVIDIA GeForce 940M	256 GB SSD NVIDIA GeForce 930M 2GB DDR3
Display	15.6"	15.6"	15.6"	17.3"	15.6"
Battery life	up to 4 hrs	up to 7.5Hrs	up to 4 hrs	up to 10hrs	up to 7.5hrs
Warranty	1 year	1 Year	1 Year	1 year	1 year
DVD +USB	Yes	Yes	DVD???? USB = yes	Yes	Yes
Card reader	SD	Yes	Yes		
Excluding VAT	£374.99	£333.33	£583.33	£749.99	£691.66
Including VAT	£449.99	£399.99	£699.99	£899.99	£829.99
Curry care plan 3 yrs	£169.00	£159.00	£199.00	£249.00	£249.00
Anti Virus Annual McAfee 1 user	£25.00	£25.00	£25.00	£25.00	£25.00
Microsoft Office 365 incl VAT per yr	£59.99	£59.99	£59.99	£59.99	£59.99
Avanquest expert PDF converter	£79.99	£79.99	£79.99	£79.99	£79.99
Serif (desk top publisher for newsletter) to be downloaded	£82.45	£82.45	£82.45	£82.45	£82.45
<b>TOTAL</b>					
Package( including Laptop and highlighted items	£783.97	£723.97	£1,063.97	£1,313.97	£1,243.97

### Alternatives

Microsoft office lifetime (excel, Word) 119.99

### NOT INCLUDED

Hard Drive - Dynamode UASB-HD3.5S 22.99  
 Photoshop 109.99  
 Printer and print cartridges Inkjet £50-£70, Laser £60 + - large choice and quite reasonable although colour more expensive  
 printer maintenance contract Maintenance available from Currys although may not be worth taking out contract as cheaper to buy replacement.  
 Illustrator  
 Publisher  
 Adobe reader/writer/image ready/photoshop £1,299.99

### Requirements

Laptop with DVD writer/reader  
 Office  
 Adobe to create PDF files for website  
 Photoshop  
 Newsletter software now using adobe illustrator  
 Protection

INFORMATION FOR DISCUSSION, OPTIONS

Telephone Options

**BT Cloud Phone**

Choose a telephone number for the Council  
Feed the number in to a business broadband supply (this can be put in/on any phone line you choose)  
Keep the number and transfer it to wherever it is needed (ie, new Clerk, temp cover, new office etc)

Costs:

Cloud Phone £13 with 500 call package (or £21 with unlimited call package)

Business broadband £27

Set up and equipment required £328 one off

Set up one-off costs of £328

Annual £480 py (or £576 py with call package)

**Normal telephone line option**

New telephone line installed £115

Line rental £19.99

Unlimited calls package £10

Unlimited broadband £20 for 4mb or £32 for between 20mb and 38mb

Set up one-off costs of £115

Annual £ £599.88 pw (or £743.88 py for better speeds)

### 8.3 Finance Committee

- a) Recommendation to Full Council to accept the review report of the risk register (attached 8.3a) and action points for Full Council
- b) Recommendation to Full Council that the Finance Committee is happy that the insurance needs currently meet the Risk Assessment
- c) Recommendation to Full Council to adopt the newly revised Financial Regulations (attached 8.3c) with the two changes below
  - 1. Since the Finance Committee considered the NALC template Financial Regulations a newly revised copy has been issued.

The revision is 11.1, added in are two paragraphs:

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.

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

These can be added in at the bottom of 11.1 to replace m) as this has been deleted to make way for the above paragraphs.

- 2. At 4.11 clauses to be included referring to CIL receipts.
- d) Recommendation to Full Council that Council remains in the Sector Led External Audit system and not to opt-out.

## Item 8.3a

- a) Recommendation to Full Council to accept the review report of the risk register (attached 8.3a) and action points for Full Council

Item from Risk Register	Comment on movement/resolution/or need further guidance to move on	Finance Committee update
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### Section 1. Business Continuity

a) Business Continuity Plan	Volunteers Cllrs requested at full council 17/9/15 for review of plan. No volunteers. Work outstanding	Council to decide how this is to be reviewed/ by whom
b) f) g) h) Cloud storage/access	Cloud purchased/in use – access for Chair/VC needs to be arranged/tested. Work outstanding	
c) Essential paper documents photocopy in separate location (electronic?)	Need to know what essential documents Council want to copy and store in separate location, and where. Work outstanding	List to be prepared by Clerk
d) Fire proof safe	Guidance requested as to what needs to be stored in a safe, so the right size can be purchased, and where the safe is to be housed (before purchasing). Work outstanding	
e) Clerk incapacitated/not available: Reciprocal arrangement with other local Parish Council	Work with other local PCs. Volunteer Cllr for short-term. PC & Clerk name to be inserted when reciprocal arrangement made. Work outstanding	Council to decide how to create this back up system

### Section 3. Confidentiality/Precept

Separate EPC computer. Segregate duties from those of other PC's. Define EPC working time.	Under consideration by Personnel Committee.	
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9. PM doc	Review document with gateways/regular progress review points. Work outstanding.	Council to review document
15b. Clerk's office, IT & admin costs	Finance Committee considered 6/10/15 and minuted vfm. Item referred to PerC for investigation.	
16. Salaries & associated costs	PerC is reviewing salary process currently.	
18. Vat question: Do we have appropriate	Professional advice to confirm we are compliant. Work outstanding.	

**Item 8.3a**

dispensation letter from HMRC?		
21b/c. Working from home/alone	Not yet assessed. Annual H&S Risk assessment. Refer to Personnel Committee. Work outstanding.	
25. Data Protection: Separate computer for EPC. To inc employee data, salaries, etc. Password protected.	Referred to Personnel Committee (see 3. above). Work outstanding.	
27. Building: Annual risk assessments, etc.	Work outstanding.	
31. Meeting location	Risk assessment process for alternate venues. Regular brief to attending public. Work outstanding.	Council to action for new/changed venues
32. Public (visiting Clerk office)	Specialist Equality Act/PSED (risk?) assessment. Refer to Personnel Committee.	

**MITIGATED RISKS**

j) Internet access at Clerk's office	Defined internet access standards. BT service standard.	BT Standard considered OK. Mitigated
3 Precept. Rushed, earlier review of process.	Council noted 19/11/15 this was mitigated. Process reported, in place.	Mitigated
4 Records	Financial Regulations being reviewed by Finance Committee February 2016 meeting.	Mitigated
4 Irregularities	Finance Committee reviewed. New arrangement agreed by full council 19/11/15.	Mitigated
5. Bank & banking	Finance Committee reviewing February 2016 meeting.	Mitigated
6. Cash (assume this is bank cash?)	Finance Committee reviewing February 2016 meeting.	Mitigated
7. Petty cash	Finance Committee considered at 6/10/15 and full council agreed 19/11/15 new standing order. Cash box in place.	Mitigated
11. Tender process	Finance Committee reviewing February 2016 meeting.	Mitigated
12a/b. Grants and procedure	All Purposes Committee reviewed policy in Aug and Oct. full council approved in 19/11/15 meeting.	Mitigated
15a. Best value accountability	Finance Committee reviewing Tender Process at its February 16 meeting. Fees reviews suggested to form a more formal process.	Mitigated
19. Annual Audit	Finance Committee considered at its 5/11/15 meeting. Council noted this was mitigated at 19/11/15 full council.	Mitigated
20. Annual Return - Rushed review of Risk, etc. Finance Committee Programme of Work, Require annual, phased calendar of activity	Mitigated at 19/11/15 full council. All processes completed. Any new procedures considered by Finance Committee February 2016.	Mitigated
22. Legal powers	Mitigated with LALC membership.	Mitigated
23. Statutory notices	Mitigated with LALC membership.	Mitigated
24. Insurance	Review on Finance Committee February 2016 meeting.	Mitigated

**Community Infrastructure Levy (CIL) paragraphs for inclusion in the Council's Financial Regulations**

- 4.11 Receipts of Community Infrastructure Levy (CIL) from the Principal Authority must only be used to support the development of the local area by funding: The provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.
- 4.12 The Council must prepare a report for any financial year ("the reported year") in which it receives CIL receipts. The report must include:
- a) the total CIL receipts for the reported year;
  - b) the total CIL expenditure for the reported year;
  - c) summary of CIL expenditure during the reported year including—
    - i) the items to which CIL has been applied; and
    - ii) the amount of CIL expenditure on each item; and
  - d) details of any notices received in accordance with regulation 59E, including—
    - i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;
    - ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.
  - e) the total amount of—
    - i) CIL receipts for the reported year retained at the end of the reported year; and
    - ii) CIL receipts from previous years retained at the end of the reported year.
- 4.13 The local council must—
- a) publish the report on its website; and
  - b) send a copy of the report to the charging authority from which it received CIL receipts, no later than 31st December following the reported year.

**D R A F T**

**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 orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. 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 Regulations<sup>2</sup>.
- 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.

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<sup>2</sup> 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.

\* \* \*

# **Community Ownership of Assets and Community Service Provision**

**Expression of interest form**

Thank you for your interest in taking ownership of an asset and/or a community service provision.

We welcome interest from organisations who are considering to take over either the running of a council service and/or asset transfer.

In the first instance, we would encourage you to complete this expression of interest form however, if you would like to discuss any details about potential services and/or assets that you want to take over the running of, then please contact us using the contact details below.

**We will aim to acknowledge all expressions of interest within 14 days. We will then notify you as soon as possible to discuss your expression and to gather some further information, where necessary, about your organisations' legal status and financial resources.**

Please email completed and signed expression of interest form, along with supporting documentation to:  
[assetandservicetransfer@Lancashire.gov.uk](mailto:assetandservicetransfer@Lancashire.gov.uk)

For further information about completing this form please contact Lancashire County Council in the first instance by email at:  
[assetandservicetransfer@Lancashire.gov.uk](mailto:assetandservicetransfer@Lancashire.gov.uk)

**Section 1– Questions about the relevant service and/or asset transfer**

**1. Asset and/or service details**

<p><b>Please provide details of the relevant service(s) and/or asset transfer, including the geographical area(s) to which this expression of interest relates. (Where known please include full name and address of service)</b></p>

**Section 2 – Information about your Organisation**

**2. Your organisation**

How would you describe your organisation?

A voluntary or community body	YES/NO
A body of persons or a trust which is established for charitable purposes only	YES/NO
A parish and town council	YES/NO
Two or more employees of the Council (the relevant authority)	YES/NO
A commercial enterprise (including sole traders)	YES/NO
Other	Please specify

**3. Your organisation details (main contact details)**

<b>Name of relevant body</b>	
<b>Address</b>	
<b>Web address</b>	
<b>Correspondence address</b> (if different from above)	
<b>Telephone</b>	
<b>Email</b>	
<b>Details of person completing this form</b>	

<b>Name</b>	
<b>Position</b>	
<b>Telephone number</b>	
<b>Email</b>	

**Section 3 – Community Benefit**

**4. Community Benefit**

We are really keen to hear how your expression of interest will be of benefit to the community and meet the needs of the relevant service users. We have a duty contained in the Public Services (Social Value) Act 2012 to consider the economic, social and environmental well-being impact and where appropriate, we will ask organisations how they will deliver the services and provide extra social value.

**If appropriate, please provide brief details about how your expression of interest will be of benefit to the community and meet the needs of the relevant service users.**

## 5. Implications for Lancashire County Council staff

*Please note where an expression of interest affects existing staff engaged in the delivery of the relevant service then the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) are likely to apply. You should seek your own independent legal advice about the likely application and impact of the TUPE regulations on your expression of interest.*

**Where known, does your expression of interest impact upon existing Lancashire County Council staff? (If yes, please give details of anticipated impact)**

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## Section 4 – Declaration

### 6. Declaration

**This must be completed in full and signed by a duly authorised representative of each consortium member or partnership member before being submitted.**

I/We declare that the details submitted in this Expression of Interest are accurate, correct and complete.

I/We understand that the information disclosed in this Expression of Interest will be used in the evaluation process to assess our organisation's interest to provide the service(s) and/or asset transfer and for the council to determine whether to proceed.

I/We also understand that Lancashire County Council will require further detailed information on our organisation's legal status and financial resources if the decision is to proceed.

**Signed:**

**Name:**

**Position:**

**Date:**



**Recorded Delivery**

Debra Platt  
Clerk to Euxton parish Council  
9 Ambleside Avenue  
Euxton  
Chorley  
PR7 6NX

Phone: 01772 535604

Email: [megan.brindle@lancashire.gov.uk](mailto:megan.brindle@lancashire.gov.uk)

Your ref:

Our ref: LSG4/MB3/888.116/MB3

Date: 15 January 2016

Lancashire County Council does not  
accept service by e-mail.

Dear Sirs

**WILDLIFE AND COUNTRYSIDE ACT 1981  
APPLICATION TO UPGRADE CULBECK LANE, EUXTON TO RESTRICTED BYWAY**

The County Council, as Surveying Authority, have received a Claim for a Definitive Map Modification Order. The details of the Claim are as follows and the route referred to is shown in a bold dashed line on the attached plan:-

**Application to upgrade Culbeck Lane, Euxton to Restricted Byway**

In accordance with paragraph 3 of Schedule 14 of the Wildlife and Countryside Act, 1981, the County Council are required to fully investigate the Claim and, after consulting with every local authority in whose area the Claim relates, to decide whether or not to make the Order applied for. The County Council are required to give Notice of their decision to every owner and occupier of any land to which the application relates.

If the Council decide to make a Definitive Map Modification Order, Notice will be served on owners and occupiers, who may, at that stage, make representations or objections to it. In such case, the Order will be submitted to the Secretary of State, who will cause a local inquiry or hearing to be held, before deciding whether or not to confirm the Order.

If, in the meantime, you have any observations, comments or objections on the application submitted to the County Council, and particularly if you have any evidence in support of, or contrary to the application, would you please let me know by **9<sup>th</sup> February 2016**.

**Please note that information supplied will be used in accordance with the processes under Statute and will not be confidential and may be disclosed to third parties.**

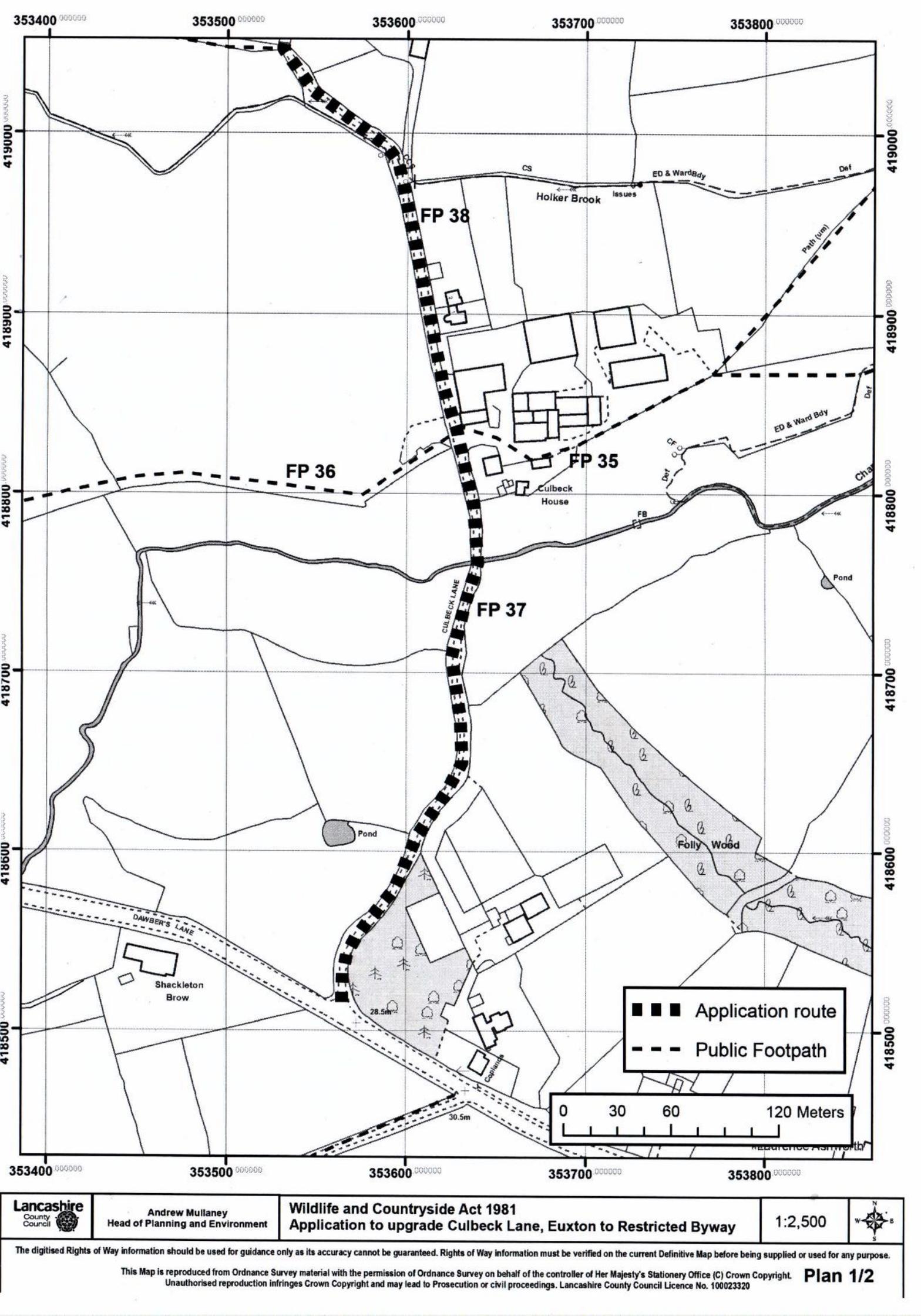
Relevant evidence would include photographs, old maps, statements that the route has been used or, alternatively, the location of private signs, locked gates, or instances where persons have been turned off the route, or given permission to use the route.

Yours faithfully

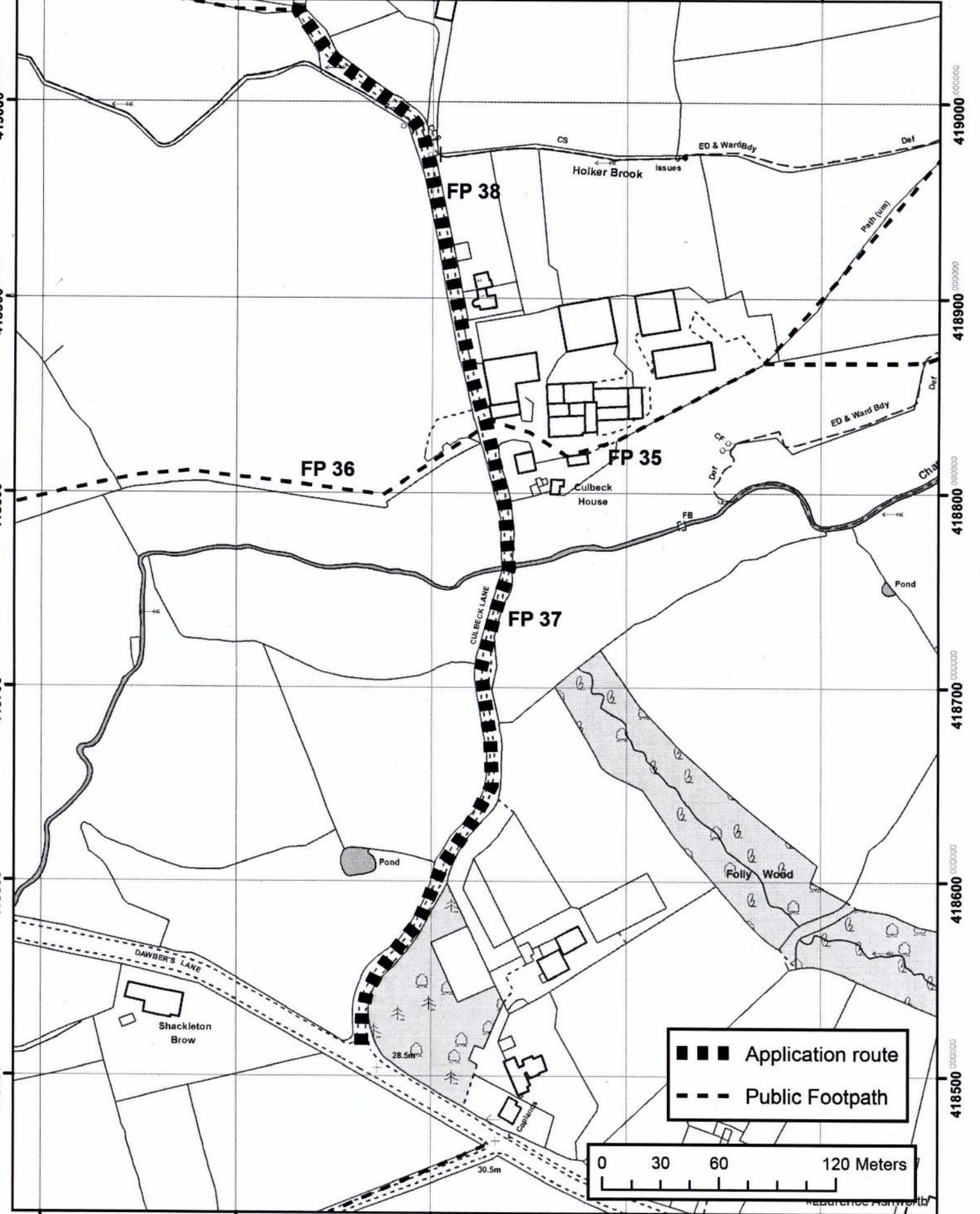
Megan Brindle  
Paralegal

**Please quote our full reference number on all correspondence**





353400 000000 353500 000000 353600 000000 353700 000000 353800 000000

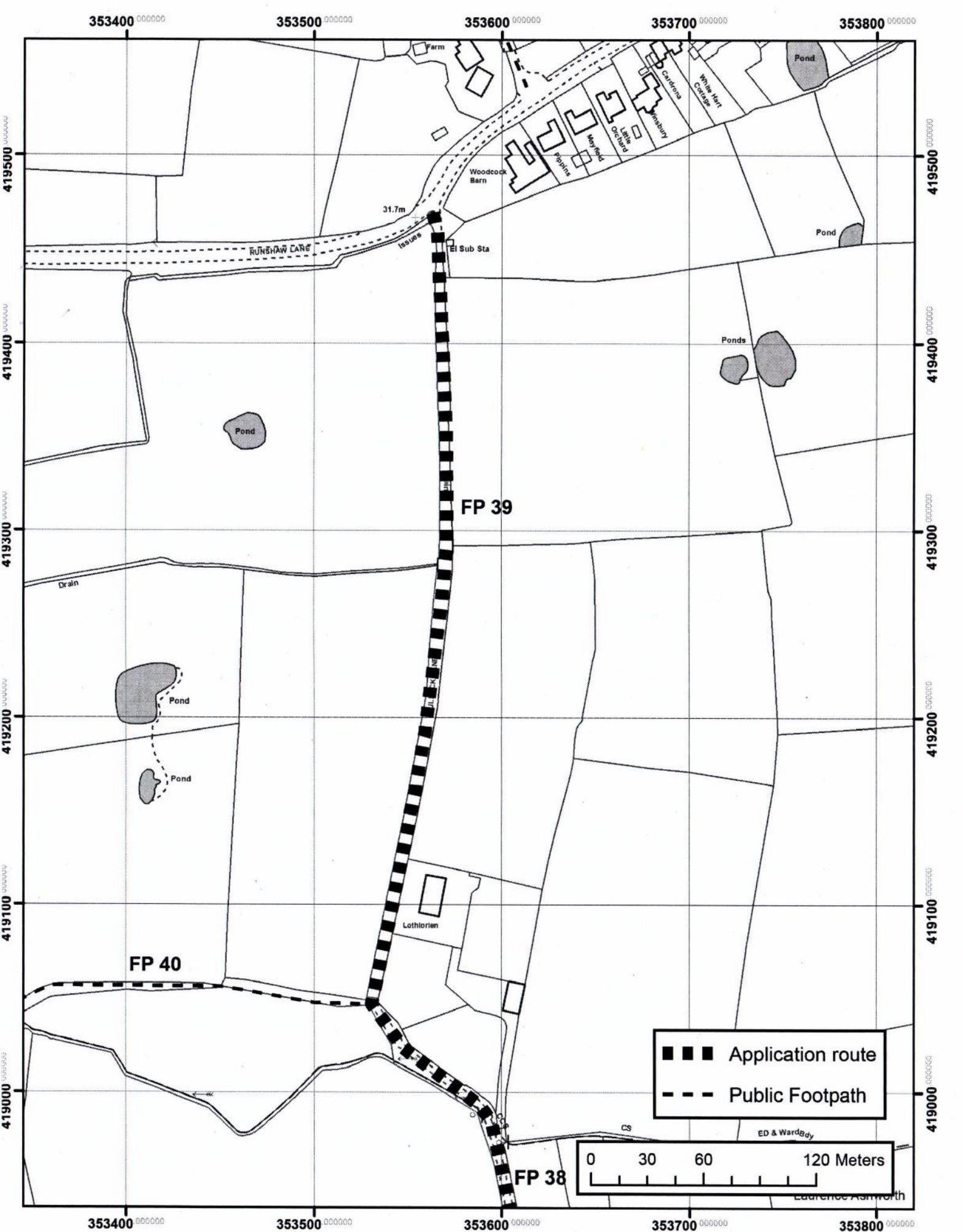


353400 000000 353500 000000 353600 000000 353700 000000 353800 000000

	<p><b>Andrew Mullaney</b> Head of Planning and Environment</p>	<p><b>Wildlife and Countryside Act 1981</b> <b>Application to upgrade Culbeck Lane, Euxton to Restricted Byway</b></p>	<p>1:2,500</p>
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The digitised Rights of Way information should be used for guidance only as its accuracy cannot be guaranteed. Rights of Way information must be verified on the current Definitive Map before being supplied or used for any purpose.

This Map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's Stationery Office (C) Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to Prosecution or civil proceedings. Lancashire County Council Licence No. 100023320 **Plan 1/2**





**Consultation on Land at Pear Tree Lane, Euxton, Chorley  
Feedback Questionnaire**

Thank you for viewing the proposals for Pear Tree Lane. We welcome your feedback on the proposals and encourage you to fill out this questionnaire.

Please return it to us in confidence via the comments box provided at the events, or send it direct to the postal address provided at the end of this questionnaire or email [peartreelane@bdp.com](mailto:peartreelane@bdp.com). Alternatively a copy of this questionnaire can be accessed and completed online at [www.peartreelane.bdp.com](http://www.peartreelane.bdp.com).

**About you**

In what capacity are you answering this questionnaire?

- I live in Euxton
- I work in Euxton
- Other (please specify).....

**About the proposals**

<b>Q1</b>	<b>The site is allocated within the Chorley Local Plan for residential development. Do you consider residential development to be the most appropriate land use in this location?</b>	<b>Yes</b>	<b>No</b>
			✓

**Please provide reasons for your response:** The land is green field with historic trees, ponds and natural wildlife and should not have been allocated for residential development. Run down town centres should be brought back into use in order to satisfy government figures to provide additional houses. Infrastructure is already there.

<b>Q2</b>	<b>Please provide comments on any positive aspects you like about the proposals.</b>
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There is nothing positive about building on green fields

<b>Q3</b>	<b>The community allotments are shown located along the western boundary of the site, do you support their location?</b>	<b>Yes</b>	<b>No</b>
			✓

**Please provide reasons for your response:**  
We do not support the land being allocated for residential development. The land should have remained as green belt. There are plenty other areas in town centres that could be used for housing and 'lifting' these run down areas.

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<b>Q4</b>	<b>The HCA are committed to providing affordable housing in line with Chorley Borough Council's policy objective (30% of the total). Please indicate your preference for this to be provided;</b>	<b>Yes</b>	<b>No</b>
	▪ On-site		✓
	▪ Off-site	✓	
	▪ A mixture of on and off-site		✓

**Q5 Please provide comments on any aspects of the proposals that you have concerns about**

Euxton Lane has been closed for 3 weeks due to flooding. The new adjacent Buckshaw village has been severely affected by flooding too. The infrastructure must cope with current housing. Also Euxton Lane has become very busy due to the various developments including a whole new village over the last 10-15 years. Traffic movement through Euxton, Buckshaw Chorley and Leyland is extremely heavy at peak times and cannot cope with present numbers. The adjacent lanes to Euxton have already an accident waiting to happen

**Q6 Do you have any other specific comments in relation to the development?**

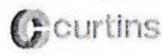
Euxton is no longer village due to the significant numbers of houses that have been built in recent years. We should not have to absorb any more new houses in this area. It is spoiling what bit of countryside we have left. The government should be lobbied to rethink the national policy for new houses. Run down towns centres with existing infrastructure should be targeted for new houses. Vacant old properties should be refurbished and brought back to their former glory to provide homes not chewing up more green belt areas. There is a pond in the middle of the fields with frogs and possibly newts not

Thank you for your time in considering the proposals, your feedback will be taken into consideration in the final proposals before the planning application is submitted. *picked up on your plan.*

If you are attending a consultation event, please ensure you give your questionnaire to a member of the team or put it in the box provided. You can also email your completed questionnaire to us at: **peartreelane@bdp.com** or you can post to: **Town Planning Team, BDP, 11 Ducie Street, PO Box 85, Piccadilly Basin, Manchester, M60 3JA**

The questionnaire can also be completed online where a copy of the exhibition boards are available to download:  
**www.peartreelane@bdp.com**

Please send your response through to us by **Monday 8<sup>th</sup> February 2016**  
*see also attached letter to Lindsay Hoyle MP dated 1/2/16 and notice from Mr Hoyle re flooding in Euxton*



Mr and Mrs Shuttleworth

Rt Hon Lindsay Hoyle MP  
Deputy Speaker, Chairman of Ways and Means  
House of Commons  
London SW1A 0AA

1<sup>st</sup> February 2016

Dear Mr Hoyle

**Re: Housing Policy / Land at Pear Tree Lane Euxton, Chorley**

We are writing to express concern with regard to the housing policy that threatens to take much loved areas of Green Field sites not just in and around Euxton / Chorley but on a national basis. Please find attached our response to the consultation on Land at Pear Tree Lane, Euxton, Chorley which reflects our views on the proposed development works.

As you are aware there has been significant development in and around Euxton / Chorley since the ROF closed 20 – 25 years ago. Part of the ROF site itself provided green fields and beautiful habitat for much wildlife. That has all gone now with the ongoing development of Buckshaw Village. Houses are being built all along the A49 past the Leyland turnings and onwards towards Bamber Bridge. There are new houses everywhere.

We are finding it very hard to understand why we need even more new houses still? More green field sites are being allocated for housebuilding and once these fields have gone you never get them back.

The infrastructure in Euxton, Buckshaw, Chorley, Leyland and the UK generally cannot cope. As you say in your letter attached dated 4<sup>th</sup> January, a long term solution needs to be found to address the recurrent flooding issues that we have particularly on Euxton Lane but also School Lane and surrounding areas generally. Indeed, Euxton Lane was on the news again this morning described as being barely passable. The long term solution generally and nationally is surely to control development and to stop building new houses, not to build more! Why can't we use the existing stock that we already have in our run down town centres where we have existing infrastructure? We should target the renovation of old properties or demolish and reuse those sites, not just keep on building more and more new ones on green field sites.

The bigger picture is that everything is too much based on development and money making and not enough thought is being given to environment, ability to support development and quality of life. Wider policies on population and migration links into this whole picture and we need to address these issues for the sake of all. We are chewing up our beautiful world in the name of development and money.

We understand that there are massive issues here on a global basis the impact of which is being felt by everyone on a local basis up and down the country. There needs to be an adjustment in approach, at the end of the day there has got to be a limit to 'development'. What legacy are we leaving for our children and their children?

We are pretty sure that ordinary voices have and will not be heard, policy has already been set and there doesn't seem to be anything that anyone can do about it. Is this the case? Could proposals to keep on developing / building new houses be reviewed and redirected to renovation works to save our landscapes?

We would very much value your thoughts on these issues and if there was a way whereby life was less about money and greed and more about a holistic approach to population and protection of our planet then we should try to adopt such strategies and encourage others to as well.

Yours sincerely

Mr and Mrs Shuttleworth

cc Mr David Cameron Prime Minister  
Euxton Parish Council  
HCA/BDP  
Wildlife Trust

THE RT HON LINDSAY HOYLE MP  
Deputy Speaker, Chairman of Ways and Means

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HOUSE OF COMMONS

LONDON SW1A 0AA

4<sup>th</sup> January 2016

All Residents  
Euxton  
Chorley  
Lancashire

Dear Constituent

**Re: Flooding in Chorley**

I am writing to you following the flooding that has hit Chorley over the Christmas break.

Many residents across the constituency have seen their property and businesses damaged as a result of flooding. Over the Christmas break my office was working closely with our local authorities, central government and private companies such as United Utilities and Network Rail.

I have visited the village and I know how much disruption is being caused by the road closures. Today I have spoken with Network Rail regarding the flooding at the Bay Horse Bridge. I have been assured that engineers have been on site and pumps are being installed today although it may take a day or two for the water to be cleared completely.

I am confident that in the short term the water will be cleared as soon as possible and that following this a long term solution will be found.

I will continue to monitor the situation and keep you informed of any developments.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Lindsay Hoyle'.

Rt Hon Lindsay Hoyle MP

Member of Parliament for Chorley

Euxton Parish Council has, over the past few weeks, received letters etc. from residents concerned about the flooding during December and January. Please see the attached copy of a letter that the Parish Council sent to Lancashire County Council and others and which has already had a prompt and positive response from the County Council and from Network Rail and has secured support from Lindsay Hoyle MP. An article about the flooding will appear in the next Parish Council newsletter. Do rest assured that the Council will be monitoring and reporting on this issue again in future months.

There has also been a number of queries about the proposed new development on Euxton Lane/ Pear Tree Lane/School Lane. For many years now, this land has been "safeguarded" and held available for future housing development - it is not Green Belt land. It was brought forward and allocated for housing in the recently produced Chorley Local Plan.

Even so, whilst the Chorley Local Plan was in preparation several parish councillors and residents set up a working group in an attempt to change the proposed allocation at this site (and at others in Euxton, including one at Greenside) so that the land could be retained in its current usage. Leaflet drops were undertaken to ensure that residents were made aware of the proposals, articles were placed in the Parish newsletter, meetings were held at the "Insti" attended by over 80 residents and several Chorley Borough Council councillors. The working group prepared evidence and put it forward to the Inspector at the public inquiry that was held into the Chorley Local Plan. Members of the working group spent many hours preparing and delivering this evidence and were subject to cross examination by the inspector and others.

However, their efforts went unrewarded and it was confirmed that the land was to be allocated for housing. In fact the Parish Council was successful in securing a delay to the start of the housing development so that it could not start until 2016, although this is only a small consolation. The Parish Council will now try to ensure that the development proposals are appropriate for their location and has already responded to the public consultation that has recently been held. Again, the Council will continue to monitor the proposals for this site as they develop.