

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 16 June 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  
Councillor vacancy - update  
Planning - consider applications, report from Lead Member for Planning (Item 4)
5. Public Participation  
Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.
6. Financial Items
  - 6.1 Approve Expenditure (Item 6.1)
  - 6.2 Receive financial reports 1, 3 & 4 (Item 6.2)
7. Committee/Working Group Reports and Recommendations
  - 7.1 Finance Committee – verbal feedback from meeting on 2 June 2016
  - 7.2 Personnel Committee – verbal feedback from meeting on 15 June 2016
  - 7.3 All Purposes Committee – email system insurance enquiry response (Item 7.3)
8. Millennium Green Improvements  
Consider the detailed report, proposals for improvements and recommendations for budget transfers to enable the improvement works (Item 8)
9. Time Credits  
Consider the information in the presentation and recommendation for Euxton Parish Council to sign up to the scheme (Item 9)
10. LCR Magazine  
Consider the proposal and costing to subscribe to the LCR Magazine (Item 10)
11. Financial Regulations  
Consider to adopt the revised Financial Regulations (Item 11)
12. Consultation for Balshaw Lane school expansion  
Details of proposed expansion circulated to Councillors 6 June, or can be seen at <http://tinyurl.com/h4vokv4> (Item 12)

13. Gladman Housing Proposal

a. Consider engaging the services of a Planning Consultant to assist in the producing of objections on behalf of Euxton Residents/Euxton Parish Council should a planning application be submitted to develop "safeguarded" land (Pear Tree Lane, Euxton) as currently being formulated by "Gladman Developments".

b. The reimbursement of the costs of leaflets or other advertising items already produced and distributed plus any other further production/costs in connection with current/future proposed major developments in Euxton.

14. 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: 07/06/16

**MINUTES** of the ANNUAL Council Meeting held 19 May 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair)	Cllr P Fellows	Cllr A Platt
	Cllr M Bamber	Cllr 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

Members of the public 3

1. Election of Council Chairman

**Resolved:** Cllr Reed was elected to be Chairman for the coming year.

2. Election of Vice Chairman

**Resolved:** Cllr J Bamber was elected to be Vice Chair for the coming year.

3. Representatives on Committees and Outside Bodies

Councillors considered the membership of the committees and representatives on the outside bodies and Personnel Committee nominees (list attached).

4. Apologies Cllrs Jarnell, Prayle, Wellerd.

5. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 9.1 as a relative of an employee.

6. Minutes of Council Meetings

**Resolved:** Minutes of the Council Meeting on 17 March 2016 were agreed to be an accurate record, and signed by the Chairman with sentence addition at 5.

7. Statutory Business

Council were informed of receipt of John Prayle's resignation from the Council. This vacancy will be notified to the borough council and advertised in the ward.

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

16/00380 land surrounding 89 Euxton Lane

Clerk to write to complain to the planning authority that the validation was slow, to request an extension to the general consultation period closing date because the website information has not been available and there is no duty officer on at the council offices on two days of the week which was not explained in the consultation letters.

Members discussed details in the application.

8. Public Participation - Residents and Police Matters

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

A resident attended to bring to the Council's attention flooding behind his house on Greenside.

A resident spoke regarding the access on to Euxton Lane for the application above, and if there was to be any traffic flow control ie, lights.

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

Council returned to item 7.

7. Statutory Business

16/00380 land surrounding 89 Euxton Lane

**Resolved:** Council agreed to restate its concerns regarding this application and that it is not satisfied with the road and network proposals and the problems it may create. A response will be prepared by the Lead Member for Planning to submit.

## 9. Financial Items

### 9.1 Approve Expenditure for May

**Resolved:** Council approved the expenditure items for May.

Creditor	Description	Total £
Easy Web-Sites	SO for website	24.00
Tell Tale Signs	Residents parking signs	141.60
J R Lawson	Internal audit fee	180.00
Employee 1	Salary/expenses May 2016	1494.70
Employee 2	Salary/expenses May 2016	893.51
Employee 3	Salary/expenses May 2016	792.81
Employee 4	Salary/expenses May 2016	819.32
HMRC	Tax & NI May 2016	577.54
C & W Berrys	Hardware purchases	31.19
Play Inspection Co	Annual inspections	300.00
Furnitubes	Two recycled seats	1252.80
		<hr/> 6507.47

### 9.2 a) Receive reports 1, 2, 3 & 4 for April and b) Receive reports 1, 3 & 4 May

**Resolved:** Reports were received, with a date change on report 3 for April.

### 9.3 Receive Internal Auditors' report on the figures for year ending 31 March 2016 and action any recommendations

**Resolved:** Council received the Internal Auditor's report.

Any questions from the report will be put to the Internal Auditor when he is due to attend prior to the Finance Committee meeting.

### 9.4 Consider reviewing budgets to move funds to cover agreed expenditures

**Resolved:** Council agreed to the suggested budget transfers and new budget headings, the suggested amalgamation of salaries, liabilities and expenses was not agreed.

### 9.5 Consider the financial balances, what bank/society/institution we could transfer funds to such as the CCLA, recommend that the Financial Regulations reflect the different types banking/savings facilities used when they are updated

**Resolved:** Council agreed for the Clerk to spread the balances between the accounts and seek more new accounts, trying Barclays and Nationwide.

## 10. Committee/Working Group Reports and Recommendations

### 10.1 All Purposes Committee

The Chair fed back from the recent meeting that the newsletter process had been reviewed and Councillors are encouraged to submit articles and seek articles from residents for the newsletter. A report from the village working group was received with actions to improve areas of the village and the Councillor email Guidance and Procedures were agreed along with a form for Councillors to complete.

Clerk to enquire with the insurers regarding protection and information to go on to the Council agenda.

Bowling Committee – the Chair updated the topographic survey had been received, a plan showing the number of cars the hard-standing could accommodate, the residents' only car parking signs had gone up and positive feedback received, Chorley had responded on the garage lease query.

Millennium Green – a report will be presented to the next meeting to improve the paths, add new path sections through the centre of the area, improve the pond and add decking and link to the new paths and suggest projects for later such as wildflower and habitat areas.

#### 10.2 Personnel Committee

The Chair updated that the Pension provision will be investigated by two Councillors who will seek expert advice, the vat adjustment will be completed soon, the tax/NI adjustment will be investigated by two councillors through the salary provision company when all the information is available.

#### 11. Matters

A Councillor reported that the land to the side of Dunrobin Drive has now been sold to a national builder and to anticipate a planning application.

The Time Credits agenda item was not available for this meeting as a tailored report was being produced, it will be on the next agenda.

Euxton Library is presently not on the published closure list but the whole proposal for changes is still out for consultation, it is important that residents still register their objections to closure or loss of Euxton Library and for it's need within this rapidly expanding village.


Parking on the grass areas in front of the Gym on Euxton Lane was reported.

The Internal Auditor is to attend a meeting prior to the Finance Committee meeting on 2<sup>nd</sup> June and all Councillors are invited to put questions forward and/or attend.

Councillors reported on attending the CTP Conference and the many subjects which were discussed. Clerk will circulate the NALC website password details. LCR magazine subscription will go on the next agenda.

It was reported that the Culbeck Lane byway application was rejected.

The Chairman declared the public part of the meeting closed.

<b>EUXTON PARISH COUNCIL</b>			
<b>COMMITTEE MEMBERSHIPS 2016 / 2017</b>			
<b>STANDING COMMITTEES</b>			
<b><u>Leisure Committee (quorum 3)</u></b>		<b><u>All Purposes Committee (quorum 3)</u></b>	
1	John Caughey	1	Mark Jarnell
2	Anne Caughey	2	John Matson
3	Patricia Fellows	3	John Caughey
4	Vyn Thornhill	4	Anne Caughey
5	John Bamber	5	Patricia Fellows
6	Marilyn Bamber	6	Vyn Thornhill
7	Mark Parr	7	John Bamber
8	Terry Cook	8	Marilyn Bamber
9	Katrina Reed	9	Aidy Riggott
10	Simon Wellerd	10	Eric Jones
11		11	Tony Reed
12		12	Mark Parr
13		13	Terry Cook
		14	Katrina Reed
<b>PROJECT COMMITTEES</b>			
<b><u>Bowling &amp; Boules Committee (quorum 3)</u></b>		<b><u>Finance Committee (quorum 5)</u></b>	
1	John Matson	1	John Matson
2	John Caughey	2	John Caughey
3	Anne Caughey	3	Anne Caughey
4	Patricia Fellows	4	Chris Jones
5	Chris Jones	5	John Bamber
6	John Bamber	6	Marilyn Bamber
7	Marilyn Bamber	7	Mark Parr
8	Tony Reed	8	Terry Cook
9	Terry Cook	9	Katrina Reed
10	Katrina Reed	10	
11	Alan Platt	11	
12		12	
13		13	
<b>OTHER COMMITTEES</b>			
<b><u>Personnel Committee (quorum 3)</u></b>			
1	Cllr K Reed	Council Chair	
2	Cllr J Bamber	Council Vice Chair	
3	Cllr M Bamber	Elected Mem 1	
4	Cllr P Fellows	Elected Mem 2	
5	Cllr J Caughey	Elected Mem 3	
6	Cllr H T Cook	Elected Mem 4	
<b>WORKING GROUPS</b>			
<b>REPRESENTATIVES/GROUPS</b>			
PACT Meetings: CJ, AR			
Chorley Liaison Forum: KR, reserve JB			
Astley & Buckshaw Neighbourhood Area: AR, reserve JB			
Civic Society: EJ, JM, SW			

# EUXTON PARISH COUNCIL REPORT ON PLANNING APPLICATIONS

Item 4  
16th June 2016

APPLICATION NUMBER, LOCATION, PROPOSAL:	COMMENTS, RECOMMENDATION ETC
<p><b>20/05/2016</b> <b>16/00427/TPO</b></p> <p><b>Location</b> 24 Townsend Drive, Buckshaw  <b>Proposal</b> Pruning of branches that overhang parking area at front of address</p>	<p>Standard letter</p>
<p><b>20/05/2016</b> <b>16/00445/FULHH</b></p> <p><b>Location</b> 53 Queensway  <b>Proposal</b> Single storey front porch and garage extension and single storey side and rear extensions</p>	<p>No comment</p>
<p><b>27/05/2016</b> <b>16/00444CTY</b></p> <p><b>Location</b> 100M North Of Whitley Drive Brookwood Way Buckshaw Village  <b>Proposal</b> Lancashire County Council consultation on a planning application for the erection of a new three form entry primary school for pupils aged 4-7 including single storey building, car parking area, hard surface play areas, grass playing pitch and 1.5m and 2.4m high perimeter fencing,</p>	<p>At time of writing documents were not available on the CBC website or, as far as I could find, on the LCC website</p>
<p><b>27/05/2016</b> <b>16/00463/FULHH</b></p> <p><b>Location</b> 9 Empress Way  <b>Proposal</b> 2 storey side extension</p>	<p>No comment</p>







**EUXTON PARISH COUNCIL****Item 6.2**

Bank Reconciliation

Financial year ending 31 March 2017

Balance per bank statement as at

**31 May 2016**

	£	£
Current account balance	533.68	
High Interest Account	163,358.12	
TSB	50,000.00	
Co-op	50,000.00	
Santander	75,000.00	
		<u>338,891.80</u>

Less: any unrepresented cheques as at the statement date

Month	Cheque No	Amount	
Feb 2016	4233	195.00	-
April 2016	4259	20.00	-
May 2016	4272	141.60	-
	4277	819.32	-
	4278	577.54	-
	4280	300.00	-
	4281	1252.80	-
			<u>- 3,306.26</u>

Add: any unbanked cash

0.00

0.00

Net bank balances as at:

31 May 2016

335,585.54Cash Book as at:

31 May 2016

Opening Balance	196,522.16
Add: Receipts in the year	152,155.90
Less: Payments in the year	<u>-13,092.52</u>
	<u>335,585.54</u>

Cash Book as at:

16 June 2016

Opening Balance	196,522.16
Add: Receipts in the year	152,155.90
Less: Payments in the year	<u>-23,560.18</u>
	<u>325,117.88</u>



### 7.3 All Purposes Committee

Email system connected to the website

At the meeting on 19 May – Clerk was to enquire with the insurers regarding protection and information to go on to the Council agenda.

#### Response from Broker:

The policy we currently arrange with Aviva does not cover the risk of the Parish Council's website or email system being affected by the actions of a hacker.

However, as the current long term agreement with Aviva expires on 30<sup>th</sup> September this year we will be in a position to offer renewal quotations from all 3 insurers who now underwrite our Local Council Insurance Scheme.

Hiscox Insurance include Internet and Email cover as a standard feature of their policy with a sum insured of £50,000. A £500 excess applies to any one claim. I have attached their policy summary which includes details of this cover.

Ecclesiastical Insurance, our other provider, are currently working on offering a similar cover and we should hear further details on this before the October renewal date.

Hiscox policy wording

#### **Internet and email which covers claims brought against you due to:**

- your infringement of intellectual property rights arising from the content of your email, intranet, extranet or website;
- your breach of confidence or invasion of privacy arising from the content of your email, intranet, extranet or website;
- your unauthorised collection or misuse of confidential customer data which you hold electronically.

#### **Internet and email also covers:**

- the expenses you incur to repair or replace your website or computer system following damage or destruction by a hacker.

**Euxton Parish Council  
Euxton Millennium Green Improvements**

**1** The proposed improvements to the Millennium Green (MG) have the overall aim of increasing the use of the Green for casual recreation and exercise without significantly altering its character.

**2** They will achieve this by making MG more interesting and accessible whilst maintaining or improving on its present natural and attractive appearance by:

- a) making the existing footpath more accessible in all weathers
- b) building a new footpath roughly north south across the central part of MG
- c) making the pond a larger, more visible, varied and accessible element of MG
- d) improving and increasing the variety of its natural habitats (including the pond) to create visual interest and more opportunities for animals, birds, plants, insects etc.
- e) reviewing management practices to see if they can be improved to assist with the above objectives
- f) other minor works

**3** A plan showing the proposed works in outline will be available at the Council meeting

**4 a) Improvement to the existing perimeter footpath**

The perimeter footpath is some 610m (630m including the spur to the pedestrian gate). It is generally flat and at the same surface level as the surrounding land which drains into it and causes it to retain moisture during and after wet weather. This frequently renders the surface wet, dirty and sticky underfoot.

The upgrade (specification at Annex 1) will raise the surface of the path to be a minimum of 50mm above the ground with a high centre point or crossfall as appropriate and with wooden side supports. About 470m of the footpath requires this treatment. The improved footpath will need haunching to its sides to prevent tripping and to permit passage of the mower without damage to the path edges. Excavation for the improvement, together with material stored from current works to remove vegetation from the path, should provide sufficient material for the haunching.

The cost of these works is estimated to be £9k - £10k.

**4 b) The new footpath**

The new footpath will be taken from the main gate to MG (ie at the car park) in a roughly southbound direction. It will pass between existing mature trees and through an area of young trees planted about fifteen years ago. It may be necessary to remove a few of these trees and to cut back branches on others. At the south end of this area of trees the ground becomes wet and marshy with one small pool being almost permanent. Here it is proposed that the path should divide to pass either side of an existing marsh area in the south of the green. The path passing to the west of the marsh area will need to be on duckboard raised above the winter water level and the path passing to the east will require a small wooden

structure (probably duckboard with longer supports and a pedestrian rail) to take it over the pool. Once clear of the marshy area the path will revert to standard footpath.

The footpath will be constructed to a suitable specification for footpaths of this nature (see annex) . The estimated cost of these works is £8 - £9k, assuming that they are constructed as a separate project from the improvement works.

#### **4c) The Pond**

The MG pond at present in dry periods is a roughly oval (25m x 12m, about 250m<sup>2</sup>) area, surrounded by willow trees. In very dry periods the pond nearly dries out becoming a marshy area. The willow trees have been "layered" and new growth is very vigorous. If it is left uncut the water area will soon be visible only with difficulty (and accessible only with great difficulty) during spring, summer and autumn. In wet periods the pond flows over on to the surrounding grassland to form a much larger area of shallow water. Much of the surrounding area is grassland but is marshy in winter and wet weather.

The overall objectives for the improvements, stressing attributes such as attractive, natural, varied etc., are probably best met by a pond that is much larger than at present and attractive to wildlife in variety. A pond of at least 600m<sup>2</sup> of permanent water is proposed together with attached pond and bog planting etc. However access to the pond is also vital to the objectives and it is intended that part of the pond banks should be generally accessible and that an area of decking, with links to the perimeter path should also be provided to make the pond accessible for all users of MG at all times.

There is much confusing advice on the internet about creating and improving ponds for wildlife. It is generally clear that a pond should **not** have an external water source. A current national project (The Million Pond Project) advocates ponds that do rise and fall with the seasons and the rainfall and with some areas that do dry out in summer. Others prefer to control levels somewhat more by using liners (inevitably more expensive). There are many other issues and it is considered that, if the Council is to embark on this project some professional advice, and probably design and project management input, would be needed. Possible sources of this advice and of the costs involved are being sought at present.

It may or it may not be possible to use the works on the pond to try and reduce the area of the surrounding grassland that becomes waterlogged in the winter and high water. Again advice will be sought.

#### **4 d) Natural habitat creation and improvement**

In passing, it is noteworthy that a recent attempt to create habitats, by making wood piles from material generated when the young areas of trees on MG were recently thinned out, failed when the wood piles were stolen! This raises an issue picked up in 4f) below.

MG already contains measures to create natural habitats although these have been only partially successful. Wildflower planting has had limited success (the primroses appear to be gaining ground). There are a number of bird nest boxes.

Given the changes now proposed it would be a good time to see how MG can be given visual interest in ways that benefit wildlife and means of doing this will be considered. A further report will be produced in due course. However the works on the pond will be one such opportunity (there are already some wild plant colonies there including substantial areas of wild Yellow Flag Iris) that should be incorporated into the main works there.

#### **4e) Review of management practices**

This is another area for which expert advice would be appreciated, although it may be possible to secure this for no or little cost from helpful conservation bodies, either directly or through the internet.

For example it may be necessary to review mowing practices such that areas of particular types of wildflower planting are kept free from mowing for most of the spring and summer. The planting of wild daffodils near to the gate have been very pretty, but only a proportion of them have flowered. They are now (end April) fading but many of them have been recently mowed when the flowers have barely finished and when, for their benefit, they should not be cut until the leaves are also fading - another few weeks yet.

#### **4f) Other minor works**

The incident mentioned in 4d) above arises because the thieves had unrestricted vehicular access through the main gates on to MG. The improvements would present a suitable opportunity to improve the security at these gates and elsewhere if thought necessary.

The rather urban shrub plantings along the northern side of MG are considered by some to be in conflict with its generally more natural appearance. Again the Improvements provide an opportunity for review of this and any other issues that occur in course of the project.

#### **5) Survey of use**

There will probably be considerable and hopefully positive reaction to the changes as and when they occur. However, the only definite way of ascertaining whether or not the Improvements are successful in meeting their objective or not is to measure use of the Green before and after the changes. A Local Scout group will be approached to conduct a "before" survey. This will seek to identify the numbers of users of the Green, their broad reasons for using it (eg dog walking, jogging, strolling, sitting etc). It will probably be a different Euxton Parish Council that, in a few years time, seeks to evaluate the Improvements, but at least they will have the base information they need.

#### **6) Stakeholders**

The project leader will contact a number of stakeholders ( eg the Care Home, local residents, Chorley BC) to seek their views on the proposed improvements and will report back any issues that arise.

**7) Funding and Recommendations.**

No funding is currently allocated specifically for this project. However, a sum of £4000 was allocated for the MG Masterplan which is not now required and which could be allocated in the current year for the pathway improvement works. The approved budget for 2016/17 has an allocation of £4000 for MG grass cuts and maintenance. Approximately £1000 of this is required for grass cuts and the remainder is used for miscellaneous repairs including pathway repairs. It would be reasonable to allocate £2000 of this for the pathway improvement works. The budget also has an item for Amenity/Open Space RRM (repair, replacement and maintenance). This item covers work on EPC lands other than MG but covers the same areas of work. Last year, and generally in recent years it has been underspent (although clearly it seeks to cover for the unexpected). It is suggested that Council allocates £3500 of this to the Millennium Green pathway improvements giving a total of £9500.

The estimated cost of the new footpath is £8000 - £9000, assuming it to be constructed as a separate project. The cost would probably reduce if it was to be constructed together with the improvement works. One option would be to leave it until next financial year and make a specific allocation for it in the budget, as for the pond (see below). Alternatively, the existing budget for this year could be examined to find a possible funding source. One such is Land Fund/Amenity earmarked reserve, a sum of money available in case the opportunity arises to purchase and fit out land that becomes available for purchase or use by the Council. This allocation has not been used over recent years and land has generally become available in sufficient quantity and on terms acceptable to the Council without resort to the allocation. (eg the Skatepark and possible land at Balshaw Villa etc). It is suggested that Council could allocate £9000 of this for the new pathway for spend in the current financial year.

The works on the pond could not be constructed until financial year 2016/17 and an allocation will be sought for it and for the other remaining works when the budget for that year is under consideration. However, in order to meet this programme it may be necessary for prior expenditure on professional advice, design and survey works in the current financial year. A further report on this will be submitted to a future Council meeting.

**It is proposed that:**

**a) Council allocates a sum of £9500 to the improvements to the existing pathway to be transferred from the following items:**

<b>MG Main Plan Survey</b>	<b>£4000</b>
<b>MG grass cuts, maintenance</b>	<b>£2000</b>
<b>Amenity/open space RRM</b>	<b><u>£3500</u></b>
<b>Total</b>	<b>£9500</b>

**b) Council allocates a sum of £9000 for a new north south pathway the sum to be transferred from Land Fund/amenity in the current financial year**

**c) Council notes the proposals for future works on MG**



**Annex 1****a) Specification for the improvements to the existing footpath**

Length of path to be improved is approximately 470m. This figure includes the spur to the pedestrian gate. The path will be 1.5m wide cleared of vegetation and treated with weedkiller before works commence.

Timber edging 100mm x 25mm, supported by timber pegs at 2m intervals and at joints, to be placed outside the existing timber edgings and to be at least 50mm above existing level of surrounding grassland. The edging to be filled to top with compacted crushed stone, 20mm to dust, similar to that recently used elsewhere on path repair on the Green, and to have a central camber.

The junction of the perimeter path with the spur to the pedestrian gate to be widened to a fan junction and constructed as described above.

The outside shoulder of path to be haunched (to prevent trips and to facilitate movement of lawnmowers etc) with material extracted during placing of the timber edges and stored material from edge clearance works.

**b) Specification for the new path works**

Approximate line of path as shown on the attached plan. A small number of young trees to be removed or pruned to accommodate the path

Path to be excavated approx 50mm deep and excavation to be lined with a Geotextile membrane. Excavated material to be retained for haunching. 100mm of compacted crushed stone (40mm to dust) to be laid on the membrane and topped with compacted crushed stone, 20mm to dust, the finished surface to be a minimum of 75mm above existing ground level. (Heavier stone needed in bottom due to virgin ground) In order for the level to be above the existing surface, timber boards will have to be used to retain the fill material.

Path diverges south of the plantation of small trees. Both branches require approx 15m of 1.5m wide boardwalk to clear wet areas. The eastern branch which crosses open water requires a single pedestrian rail.

Standard footpath construction resumes on clearance of the wet areas. Total length of standard path construction is approx 180m

**Cllr Mervyn Thornhill**



**Chorley**  
Council

# Chorley Time Credits

## Parish Council

## Presentation





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## About Spice...

Spice was founded in the South Wales valleys following a study carried out by the University of Wales in 2003 to explore the use of community currencies to support social regeneration in the South Wales Valleys.

In 2008 when the study finished Spice was established to further develop the Time Credits concept. Spice now has 32 staff supporting 27 time-based currencies in six regions of the UK.

The Spice head office is in London but we have workers placed with the regions where we work.



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Council

## What we do...

We develop Time Credit systems that **value everyone's** time, no matter who they are.

Time Credits open up **new opportunities** to try new things, learn, be healthier and have fun.

We work with communities of all kinds, across many sectors. We're passionate about the **power within communities**, and think that we're better at solving problems when we work together.

Our programmes embody exciting **partnerships** between individuals and the public, voluntary and private sectors.



## What Time Credits do...

Time Credits are a community currency that supports genuine engagement, community resilience and meaningful change.

Through earning Time Credits people feel valued and more connected to their community.

Through spending Time Credits people have access to more opportunities and experiences and access more community activities.

## Time Credits in Chorley history

**2012 – 2 year Health and Social Care Pilot**



**2013 – 3 year Chorley project commenced**



**2014 – Health and Social Care pilot ends and work commenced on Lancashire roll out plan**



**2016 – Handover of network management and development to council teams**

# The Time Credits Model



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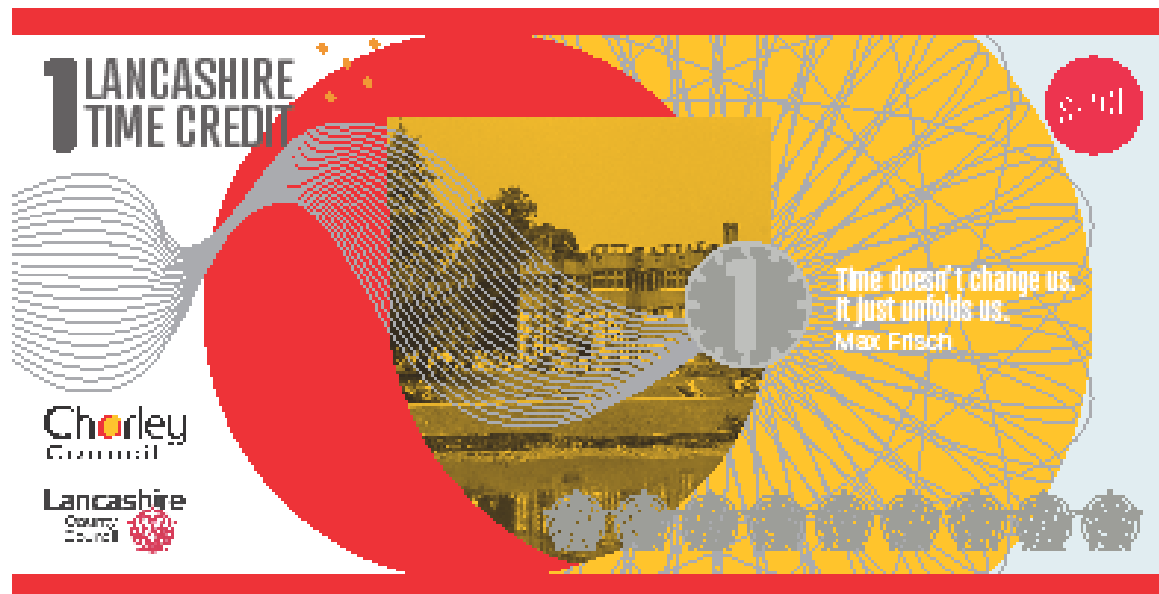
## SPEND

- on an activity at the place where the credit was earned
- on other local activities and opportunities
- as a gift or thank you to someone else
- somewhere else in our UK network





## The Chorley Time Credit note







# Time Credits notes from all our existing projects across England and Wales



Notes can be spent at any of our spend partners no matter where in the country they were earned.



## Ways people can get involved

People can earn Time Credits with a group who are already part of the programme. These are listed at the back of the Time Credits brochure which is available on reception at Union street or online on the Time Credits page on the council website.

Go to [chorley.gov.uk](http://chorley.gov.uk) and search for Time Credits

People who are interested can call the group directly and let them know they are interested in becoming a volunteer.

# Case study example



Chorley  
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- Groups are able to decide which activities they are going to provide Time Credits for completing.
- This helps them get support in the most needed areas of their group.
- At Chorley FM volunteers can earn by doing station admin, off air interviews and outside broadcasting but not on air presenting.





## How to do the Time Credits get issued:

When a group or a Parish Council become part of the programme they agree to issue the Time Credits that are provided by Spice to their volunteers following volunteer activity.

Groups or Parish Councils find ways for people to access assets or activities that they run or manage with Time Credits as a way of bringing Time Credits back in to their group but they can also request a top up.

Groups record the credits given out and taken in and agree to send this information back to Spice every three months.

# Ways to earn Time Credits



Chorley  
Council

- People can get involved on their own without being part of a group.
- Either by taking part in a one-off earning activity run by Chorley Council, the Parish Council or another group.
- This could be clearing up an area, bulb planting, handing out leaflets or helping run a local event.



## Other ways to earn:



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Council

- Sharing skills and knowledge, teaching others
- Example: running a session at the group or in the community where you earn Time Credits to share your skills with others who pay with Time Credits
- This would be arranged through the group where you already earn time credits as a volunteer



# Ways to earn Time Credits



Chorley  
Council

- Giving your time to share your opinion and experiences
- Example: taking part in a focus group, consultation or redesigning a service or something in the local area
- The person organising the consultation will provide the Time Credits



# Places where Time Credits can be spent



Chorley  
Council

- Time Credits can be spent at the many local offers such as leisure centres, the theatre, children's play centres, adult learning courses and many more.
- Refer to the Time Credits brochure on the Chorley Council website for the full list of places.





# Places where Time Credits can be spent



Chorley  
Council

- Time Credits can also be spent at an event or activity run by the group where the Time Credits were earned.
- This might be a regular or a one off activity.
- It will usually be the volunteers who set these events up.
- These will be communicated through newsletters and email.



# Example



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Council

- Time Credits can be earned by helping out at the Walled Garden in Astley Park.
- Time Credits can be spent to take part in activities they run such as Pumpkin Carving and Easter Egg hunts



# Places where Time Credits can be spent



Chorley  
Council

- Time Credits can be spent activities and events organised by the Council such as:
- Chorley Live, Theatre in the Park, Christmas attractions like the big wheel
- You can now book council events which are available with Time Credits on the council booking system.
- Just go to the [www.chorley.gov.uk](http://www.chorley.gov.uk)



# Places where Time Credits can be spent



Chorley  
Council

- Time Credits can be spent at hundred of locations nationally such as:
- The Tower of London
- St Paul's Cathedral (pictured)
- Millennium Stadium in Wales



# Booking events online



Chorley  
Council

- There are lots of events for which Spice uses an online booking system to manage ticket availability.
- Such as football and theatre tickets and one off days out
- You can find the link to this in the Time Credits booklet or by searching Time Credits at [www.chorley.gov.uk](http://www.chorley.gov.uk) The link is listed under 'Do it On Line'





## Tracking and recording where Time Credits are spent

We don't require groups or people earning to declare where they have spent their credits or who they have given them to.

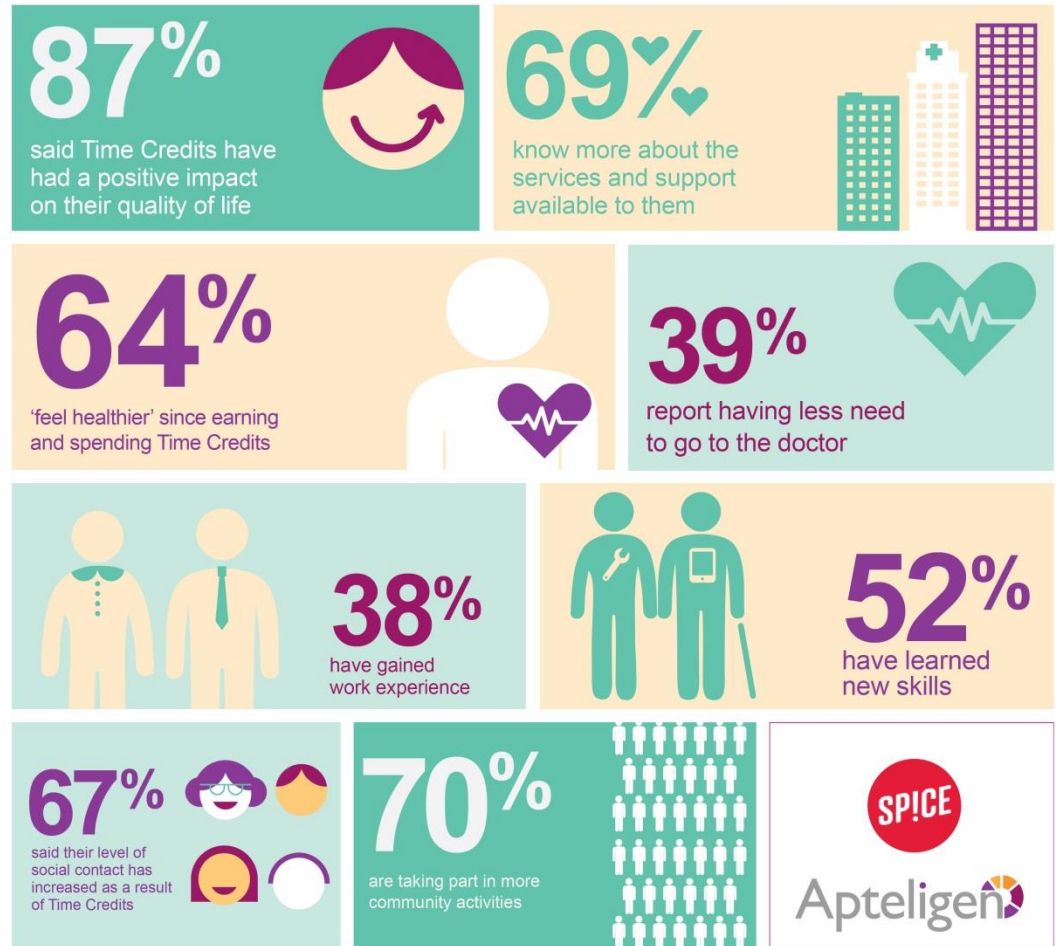
We like to know though so we always send out a survey roughly once a year.

Periodically we collect Time Credits from partners who do not give them back out to volunteers, calculate the numbers and then give them back out to groups to give out again to volunteers.

# Impacts of Time Credits

This slide shows the results of the 2015 evaluation surveys which were carried out to identify the positive impacts earning and spending Time Credits were having.

These results are the specific results for those involved in Chorley.

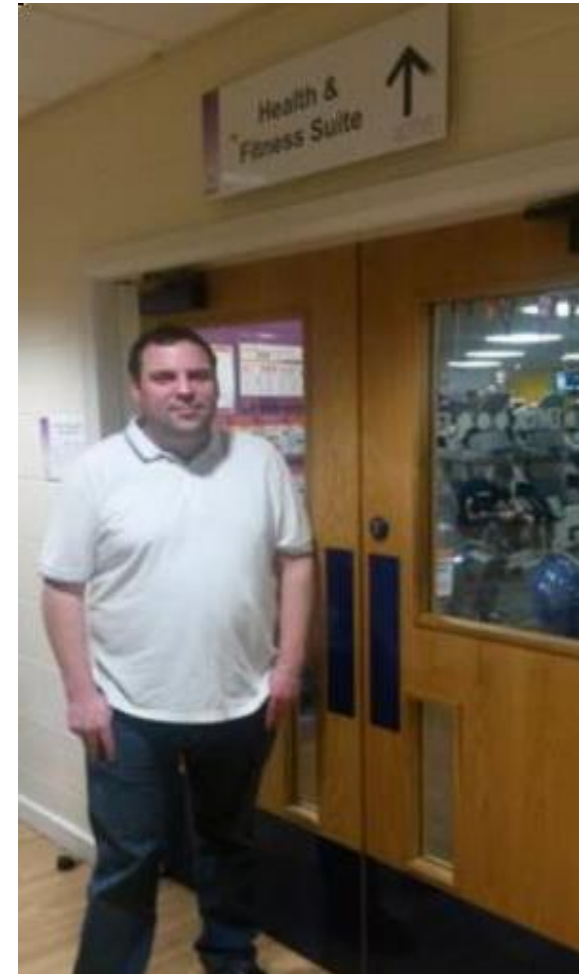


## Gareth's story

Gareth earns Time Credits training new volunteers to present their own at Chorley FM.

He spends his Time Credits accessing the gym at All Seasons.

He says “ without Time Credits this wouldn't have happened, I've lost weight and even given up smoking, it's definitely improved my health”





## Connor's story

Connor earns time credits as a volunteer for Reach up and Go (RUAG) which are activities run by Chorley Council.

The sessions are specifically for young people with a disability, like Connor who has Cerebral Palsy.

Connor has been able to pay for his brother Kameron, who also has Cerebral Palsy, to go to activities using the Time Credits he has earned.



# Why use Time Credits?

*Time Credits have helped me to regain some sort of community life. This time last year I was too afraid to go outside on my own and knew no-one in my local area.*

*The opportunities to volunteer with organisations that are partners in the Time Credits system have given me a chance to talk about my situation, meet new people and try new skills.*

*Parents are now running sessions rather than just attending so the Time Credits have encouraged them to take more responsibility. They are delivering the service alongside us!*



## Next steps

How could people earn Time Credits by supporting the Parish Council ?

What assets, events and activities can be opened up for people with Time Credits to access?

Who will be the 'lead' for Time Credits in the Parish Council (main contact)?

Who will send the basic data back to Spice every 3 months?



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# Thank you.

For more information please  
follow us on Facebook  
'Lancashire Time Credits' or  
visit [chorley.gov.uk](http://chorley.gov.uk) and  
search for Time Credits

**LCR Magazine subscription**



LCR Magazine is a high-quality, glossy quarterly magazine with in-depth articles and features offering you advice and good practice, along with regular spotlights on parish and town councils and top tips information to help assist you with the real issues affecting local councils and communities.

1-3 copies: **£17** per copy per subscription  
4+ copies: **£13.50** per copy per subscription

You can view a sample copy on the NALC website  
<http://www.nalc.gov.uk/lcr-magazine>

Proposal is to subscribe for 4 copies of the magazine to be circulated around Councillors.

Cost £13.50 x 4 = £54 per annum

**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 3rd week** 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 **December or January Council meeting as required**
- **December or January Council meeting (as required)** 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 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.

## **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 bank account on which the debit card is issued will be limited to a maximum holding of £4000. In accordance with paras 6.4 and 6.10, annual authorisation for automatic transfers into this account to 'top it up' after the card has been used may be made only by 2 authorised signatories.
- 6.22. 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.
- 6.23. 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).
- 8.9. Balances should be spread between bank accounts which have the FSCS £75,000 guarantee, new accounts sought to cover new or larger balances.

## **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 following a specific request. (delete: '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 (delete 'only') in writing (e-mail is acceptable), and all such communication will be shared with all potential tenderers. Any formal site visit proposed by the Council or requested by any tenderer will be communicated and open to all tenderers. Similarly, where information is given to one tenderer that clarifies, adds to or alters information given in the tender documents this information must be given, as quickly as possible, in writing to all tenderers. Invitations to tender will inform contractors and potential contractors of this requirement.
- d. Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite quotations from at least three firms to be taken from the appropriate approved list.
- e. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- f. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least 2 members of Council. However, all members are to be invited to the opening.
- h. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- i. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- j. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value

is below £25,000 and above £1000 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- k. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- l. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- m. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the Clerk upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.]

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk shall be responsible for periodic checks of stocks and stores at least annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the

interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The Clerk shall be mindful of and attend to all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

## **16. CHARITIES**

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

## **17. RISK MANAGEMENT**

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

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