Minutes of Avon Dassett Parish Council

Monday 14th May 2012

The meeting commenced at 8.10 pm, following on from the annual Parish Meeting and ADPC AGM.

1. APOLOGIES: Alastair Whetstone, Councillor Williams.

   Present at Meeting: David Hutt, Daniel Robertson, Diana Biddlestone, Trevor Gill, Clerk

2. DECLARATION OF INTERESTS: None

3. CONFIRM MINUTES OF LAST MEETING: Signed by Diana Biddlestone on behalf of David Hutt who had a broken arm. Proposed by David Hutt, Seconded: Daniel Robertson.

4. MATTERS ARISING:

Community

a. Community Policing/Neighbourhood Watch: David Hutt read a note from Lily Hope-Frost. Residents are encouraged to report any sightings of a "W" Reg. silver Ford Fiesta which may have been involved in several incidents. P.C. Paul Froggatt at Southam is the officer dealing with this matter.

   David Hutt noted that the regular police incident reports seem to involve an increased number of incidents.

b. Jubilee Event: Jill Burgess had previously submitted her apologies to the meeting. An email from Jill Burgess was read out by David Hutt with the following details:

Funding: After a number very successful fundraisers (football cards, coffee and cake afternoons and a fun casino evening in the pub) the Jubilee Organising Group is please to announce that it has now raised enough money to print and mount the village photos and buy some small prizes for the Jubilee Jamboree. Pete Wallace has also donated the old totem pole to the cause and it will be auctioned by sealed bids. Money raised will be added to the jubilee fund.

The committee are still discussing the best use of any funds surplus to requirements but will leave the decision until after the event when we know exactly how much is left (if anything!)

The JOG would like to heartily thank residents and friends of Avon Dassett for their ongoing support and generous donations of time, equipment and funds to this event.

Programme: The final programme of activities for the event will be circulated later this week. In brief **the event will begin at 3.00pm, 3.30 treasure hunt, 4.00 judging of best king and queen, 5.00 village photo, 5.15 cream teas, 6.00 distribution of children's commemorative mugs, 7.00 village quiz, 8.00 bangers and mash (£3.00). On going through the afternoon will be: music through the decades, coronation DVD, guess the baby, village history, and children's activities including make a crown, apple bobbing, and striker.**

In addition The Avon will be running a Beer and Bubbles Festival.

Donations: Afternoon sandwiches and afternoon teas provided free by The Avon

Village Photographs: the photographer will be spending the afternoon recording the event and taking the commemorative photograph free of charge.

Music will be provided by Kevin Dancer for no charge.

Children's commemorative mugs have been purchased by a villager who wishes to remain anonymous.

The Fete committee are allowing us to use the marquee, bunting and striker.

Photo: A number of locations have been proposed for the position of the village photograph. The photographer will make the final decision on the day based on the weather and light.

The committee hope that as many villagers as possible are able to make this part of the day even if they

cannot stay for the whole afternoon as we will be making another little bit of village history. 395

An update has been sent to The Compton Chronicle and will be added to the website.

Any questions or suggestions can be directed to the organising committee (Jill, Daniel, Debbie, Clair and Steve).

The PC commented on the amount of work put into the Jubilee Event by the organising committee and thanked them all for providing what promises to be a great and memorable day for the whole village.

Diana Biddlestone suggested that any surplus funds could be put towards the St John's Steps commemorative plaque which will mark the Queens Golden Jubilee and mark the restoration of the steps. Trevor Gill offered to underwrite the commemorative plaque for any shortfall in funding. Diana Biddlestone accepted this offer with thanks.

c. **PO computer**: the Clerk had spoken to the Post Office and suggested the installation of a metal box into the kitchen area for the storage of the PO computer. She had left the matter under consideration and had not received any further update on the matter.

   The Clerk confirmed that her ADPC post box had disappeared, only to be located a month later in the PO/kitchen area of the Reading Room. The box had contained a significant amount of post, including bills which had caused considerable problems. The Parish Council will consider the installation of a wall mounted post box for the Clerk's use.

d. **Insurance vs asset list**: The clerk explained that the asset list did not tie up with the assets insured list and she produced a schedule of cover, having explained that previously the PC had opted to "Self-insure" on certain items. The PC considered the matter but concluded that financial constrains prevented it from extending cover for the play equipment, waste bins, grit bins, playground fence, notice boards, bench by Top Lodge. Trevor Gill remarked that the waste bins appeared to be "covered" by Stratford District Council, who are currently in the process of repairing/replacing a bin. It was agreed to consider extending cover for the play equipment and possibly the other items towards the end of the financial year. Proposed: David Hutt. Seconded: Trevor Gill

e. Reading Room windows: Daniel Robertson has investigated the costs of repair. Pete Wallace has estimated a cost of £500 to make good. The Parish Council felt that its tight financial position meant full repairs were unaffordable and that a temporary patching up would take place, with full repairs to be considered at a later date. **ACTION: Trevor and Daniel to patch up Reading Room windows in July/August 2012.**

Roads

Traffic, Roads and Drains: It was noted that potholes have been repaired through the village. The files on the traffic, roads and drains have now been passed from Daniel Robertson to Trevor Gill who is now responsible for this area.

Environment/Maintenance

d) St John's: This matter was discussed at a later point in the meeting in order to have input from Councillor Williams who joined the meeting from 9.00 pm until 9.30pm.

Diana Biddlestone showed examples of the village sponsor plaques for the steps and a suitable size was selected. Diana confirmed that she would personally pay for the plaques and fixings as a contribution to the project. There will be one larger plaque, probably fixed on the wall, part way up the steps, which will say, "These steps were restored in 2012 for the Diamond Jubilee of H M Queen Elizabeth II." In subsequent discussions it was decided to add the names of the other sponsors (Stratford District Council, Avon Dassett Fete Committee, Churches conservation Trust) at the bottom of this plaque.

Diana recapped on the recent email from the Churches Conservations Trust (CCT) which unexpectedly confirmed that as the grant funds promised had not been spent by the close of the last financial year, the £3000 pledged was no longer available and their contribution was now £500. Diana explained that at a meeting of the steering group this matter had been discussed but that the matter had been left with the CCT (Gabrielle) and SDC (Tim Berwick) to resolve. In order to achieve this timescale the project would have to have been funded, surveyed, planned and completed in under 6 weeks which was considered unrealistic. Councillor Williams asked for the status of the project and Diana Biddlestone confirmed that the steps were almost finished.

All those present at the meeting felt that the CCT had an obligation to meet its initial pledge. Councillor

Williams advised that a letter be sent from the Chair of ADPC outlining that SDC's Councillor Williams had explained that the SDC cannot justify further funding and that the project was undertaken on the basis of their pledge as well as those of other contributors. He suggested closing the letter with a question of what CCT could suggest at this point. **ACTION: Diana Biddlestone to draft letter for input from Councillor Williams and David Hutt.**

Communication/Administration

Delegation of Powers to Clerk: Model Standing Orders: Planning, Financial. The Clerk explained that powers could be delegated to the Clerk in order that PC business could be transacted when the PC could not be convened to a meeting in order. She confirmed that for planning this would include arboreal works and retrospective planning. For finance it would cover the issuing of emergency cheques up to the value of £500. All of these actions would require a quorate of 3 councillors agreeing by email correspondence and, in the case of cheques, two councillors signing the cheque/s. The Clerk reassured that council that no emergency cheques had been issued in her time of office. Delegation of powers to Clerk for planning and payment of invoices proposed: David Hutt, seconded: Trevor Gill, unanimous.

Risk Assessment Policy and financial regulations drafted by WALC, adapted for ADPC by the Clerk and reviewed by Councillors, were accepted and adopted by ADPC. Proposed: David Hutt, Seconded: Trevor Gill, unanimously accepted. Copies of both policy documents contained within appendices 1 and 2 of these minutes.

5. COUNCIL REPORTS: Were submitted by Chris Williams and read in his absence by David Hutt and the Clerk:

County Councillor's Report

1. It has been an interesting and eventful year on the County Council. The County Councils latest strapline is "Going for growth". We believe that notwithstanding the Budgetary restraints and the overall national policy, Warwickshire County Council should endeavour to contribute to the recovery by encouraging employment and businesses especially amongst the under 25's, reducing NEETS and improving education standards as far as the governments academy programme involves us and make Warwickshire a safe and healthy place to live.

2. This will be achieved by moving resources to areas that will encourage these aims and work in Partnership with both our neighbours and Districts and Boroughs. We will engage the Residents through meaningful, Community Forums and Parish Councils. We are fully engaged with the LEP with Coventry and Solihull where presently £8.5 million are available to small enterprises and have signed a memorandum of understanding encouraging cooperation and combined working between the three authorities.

3. We have recently heard that by working in partnership with the District Council we have been successful in getting a government grant of £4million to improve the Broadband in rural areas. The Fire Service has formed a strategic alliance with Northamptonshire thus making more resources available and saving on back office costs. The Police Force too is proposing to work more closely with West Mercia Police. This is being influenced by the impending election for a Police Commissioner in November and the programme to replace the Police Committee with Police Panels.

4. Adult Services are now becoming more of a commissioning agency paying the private sector rather than WCC to run Care Homes and Carer Services. Personal Payment Plans are being introduced for all residents who want them. This will show a saving of over £2million a year. As part of the new Health Legislation Public Health will be transferring from the NHS to the Local Authority and they have already moved to Barrack Street above the old library. Together with the other major reorganisations to the Health Service whereby GPs become Fund Holders and PCTs and SHAs are abolished and a new "Health and Wellbeing Board" is being established to oversee all Health matters in Warwickshire. Added to this there will be a new body called Health Watch which will work in conjunction with Scrutiny to challenge health administration and individual complaints.

5. Schools, too, are going through a major transformation. The introduction of Academies is proving more popular than envisaged and over 60% of Warwickshire Secondary Schools have opted for

Academy status. The rest are expected to follow. Primary Schools are also being encouraged to form federations or clusters with a view to achieving Academy status in due course. All this leads to the downsizing of the Local Authority's role in education and hence staff.

6. Warwickshire, being placed as it is in the centre of England, is vital for the long term transport strategy of any government. The main motorway and A road links are the responsibility of the Highway Agency but the remainder of the roads are the responsibility of the County Council. WCC grit over 45% of the A & B roads (higher than any other shire County) and have recently entered a maintenance contract with Balfour Beatty. The present budgetary restraints have led to a reduction in money available for road maintenance although our commitment to an extra £2million a year from reserves for additional road improvements has helped to alleviate this.

7. The latest infrastructure proposals are for a High Speed Railway through the county which will desecrate homes, farms, factories and the countryside but not stop anywhere in Warwickshire. Despite minor changes to the route it is generally thought that this is not good for Warwickshire. At a cost of £32Billion this line does not represent value for money and the business case, even over 60 years, is flawed. Why upgrading of existing lines have not been considered is hard to understand. Warwickshire has joined Buckinghamshire in a group of councils called '51m' and are committed to opposing these proposals. Three of our Districts are also in this group although all have voted to oppose the scheme. A Judicial Challenge of the decision has been submitted and indications are that this challenge will not initially cost us anymore. The adverse effect on the infrastructure is also being costed and assessed but until detailed plans for the route and construction programme have been decided there is little point in challenging these. All costs associated with the project will be charged to HS2. The County Council are meeting with HS2 to discuss further consultation over mitigation prior to the hybrid bill being introduced. Both an Environmental Impact Assessment and a proven business case are also awaited.

8. Finally, this year's budget. The County's element of your Council Tax (about 80% of the total) was not increased this year. We have accepted the government's offer of a grant which is equivalent to 2.5% rise. 1% is equivalent to £2million. This may affect next year's budget as this is not a year on year grant. Existing programmes of closures announced in last year's budget will continue as the County strives to make £60million savings over 3 years. It is of note that we have not closed one Library and the willingness of communities to take on their own library with our technical support is a credit to all and demonstrates the Prime Minister's vision of The Big Society in action. The future format of Community Forums and area grants should be decided at the County's AGM in May. Avon Dassett has not lost anything to date as a result of these savings. Speeding is still a county wide problem and the new highways repairs contract with Belfour Beatty is showing an increased speed in minor repairs.

District Councillor's Report

1. The Role of the District Council has changed significantly over the 14 years that I have been a Member. In 1998 Stratford had a staff of 475 – there are now 245. It has the lowest level of Council Tax of any District or Borough in Warwickshire. This year we have been able to freeze the Council Tax and in fact it has been reduced by 1%. I can recall that in 2002, Council Tax increased by 58% but even after that increase we were still the lowest taxed district in Warwickshire.

2. PLANNING has undertaken a major review with the government introducing a new National Planning Policy Framework. As part of the Localism Bill this sets out to simplify the planning process. The Guidance has been reduced by some 900 pages to 72 in total. It is very much focused on urban areas and of the 72 pages only 2 refer to development in the countryside. Stratford is currently producing a Core Strategy which essentially sets out where and how much development will take place over the next 20 years. The period of the Strategy is from 2008 – 2028. Since we are already in 2012, a certain amount of development has already taken place which will be included in the target total.

3. The previous government had a policy whereby districts were instructed as to the target figure. With the change of government some 2 years ago, this policy has been changed and we now have a policy of 'Predict and Provide'. With the housing development that has taken place over the last 4 years, the final figure is some now some 5,500 houses in our district. As a result of Consultation

there was a clear message that development should not be concentrated in Stratford as was previously the policy but dispersed between the various market towns and villages that required a small amount of housing to ensure that they continue to be vibrant.

4. The breakdown has resulted in 550 houses to be built in and around Stratford, 2,500 between the 5 principal market towns and the balance dispersed amongst what is euphemistically called 'local service villages'. A local service village is a community that has a primary school, a shop, a village hall and a public house. It also has to have access to public transport. Three innovative ideas to be considered are:-
   (i) All development should preferably be on brown field rather than greenfield sites.
   (ii) No development should be more than 2% of the existing housing stock.
   (iii) No development should be greater than 100 houses

5. The first round of Public Consultation finished at the end of March. These results are being analysed and a further Consultation will take place in the autumn. Hopefully, the policies will become adopted by a Government Inspector in March 2013.

6. District Council Elections - On 3rd May 2012 the District Council held elections. Unlike the County Council, SDC holds elections to elect one-third of the Council over a three year period, the fourth year being the total election of the County Council. You will recall that I was re-elected to represent Avon Dassett last year. The results of this year's elections did not follow the national swing and there were only minor changes to the make up of the Council which now stands at 33 Conservative, 16 LibDems and 4 Independent of various affiliations.

6. **CORRESPONDENCE** – Paper copies circulated at meeting. Electronic mail circulated prior to meeting.

A letter from Cemetery Warden, Ray Randerson was read to the Councillors by the Clerk. Mr Randerson confirmed that the cemetery was in a good state but raised various questions: 1. A request to increase the cuts of the cemetery grass next year from 10 to 12. The Parish Council will consider this request at the end of the current growing season. 2. The Parish Council will look into the use of the car-park for horse lunging and thanked Mr Randerson for reporting this. 3. The Parish Council will look into the state and location of the compost heap, its current use and whether it is still required. 4. The Parish Council thanks Mr Mitchell for his ongoing help with the cemetery. The Council felt that a continuation of the status quo would be preferred, rather than appointing an assistant warden at this time. **ACTION: Daniel Robertson to investigate the issue of the cemetery car-park and the cemetery compost heap.**

Marketing leaflets were distributed. Precept has been received for £3,622.50. VAT claim has been received for £229.12.

The Clerk read a letter from Humphris Funeral Directors seeking permission for a headstone for the burial plot of Mrs Patricia Mitchell. The Parish Council agreed to the application. The clerk pointed out that the fee paid was £200 and was an error. The Clerk will advise the funeral director that the fee should be £143 as the family are residents of the village. **ACTION: Clerk to contact funeral directors confirming permission granted for headstone and seeking a replacement cheque for correct amount.**

7. **PLANNING** (Declarations of interests): ***Application(s) reference: 12/00330/FUL Broad View energy Limited:*** The Parish Council decided that it was in the public interest to advertise a separate meeting to consider this application. The meeting will take place on the 28th May at 7.30pm at the reading Room. The public are invited to attend in order to make their views know to the parish council for consideration in the PC's final response. In anticipation of this meeting, the application details will be available to view on Saturday26th May between 10am and 12.00 at the Reading Room. Diana Biddlestone volunteered to be present at this event.

Councillor Williams advised that the Parish Council needed to consider the application on the grounds of its, "impact on the landscape." **ACTION: Clerk to advertise extraordinary planning meeting. ACTION: Trevor Gill to deliver fliers advertising the meeting to villagers. ACTION: Diana Biddestone to organise collection and return of Broad view planning pack to Clerk for meeting on 26th May.**

Planning Decisions Read out:

12/00278/TREE The Dairy Ground: Arboreal Works: Consent with conditions

12/00277/TREE Old Orchard House: Arboreal Works: Consent with conditions

12/00410/FUL Orchard Cottage: Conservatory boot Room: Permission with conditions

8. **Finance**

Balance at close of business 30/4/12

Current Account	£2076.30
Savings Account	£7400.90

Bank Transactions April 2012

Current Account			**In**	**Out**
4.4.12	001162	S. Harris		£ 11.00
4.4.12	Deposit	£275 Steps, £5 RR Hire	£280.00	
5.4.12	DD	Npower		£ 37.00
10.4.12	001165	H. Hide-Wright		£ 17.60
12.4.12	001166	S. Harris		£ 16.50
12.4.12	001169	Chubb		£187.15
12.4.12	001170	Zurich Insurance		£790.24
17.4.12	001167	Digley Associates		£ 45.60
25.4.12	001168	J.Sherriff		£ 8.01
30.4.12	DD	Douglas Tonks		£273.14

Deposit Account		**In**	**Out**
10.4.12	Interest	0.21	
23.4.12	Stratford DC Precept	3622.50	

Cheques issued from meeting and DD's		**Cheque No**
H. Hide-Wright (April Clerk Expenses)	£ 62.47	1171
Sue Harris (April Clean)	£ 13.51	1172
J. Sherriff (April Coffee)	£ 6.52	1173
W. Robinson (Internal Audit)	£ 60.00	1174
WALC (Subscription)	£ 88.00	1175
Green Area contractor (March & April)	£291.00	1176
J. Sherriff (May Coffee)	£ 10.03	1177
N Power	£509.60	1178
N Power	£ 17.10	1179
N Power CHEQUE 1180 CANCELLED		1180

Total Cheques £1,058.23

Cheques proposed by David Hutt and seconded by Trevor Gill, signed and counter signed by Diana Biddlestone and Daniel Robertson.

Income :

Income to ADPC: None

Income to St John's Steps Appeal:

Bill Heath	£ 100.00
AD Fete Committee	£1,500.00
Mr Harries and Miss Harvey	£ 100.00
Mrs Robins	£ 20.00
Mr and Mrs Charlesworth	£ 50.00
Cash from The Carrow	£ 130.00
Total income to steps appeal	£1,900.00

Audit, The Clerk confirmed that internal audit had been undertaken and passed for another year. The clerk ran through the recommendations made by the auditor, some of which are already in place and others will be implemented in the future.

The Audit Return was signed and dated by David Hutt and will be submitted to the external auditors, Clement Keys.

ACTION: Clerk to submit audit return to Clement Keys.

9. MEMBER REPORTS: Trevor Gill confirmed that he is going to attend a presentation on Broadband with a resident from The Carrow. A questionnaire will go to each household.

A thank you will be issued to Mike Davies and Tony Parkes. ACTION: Daniel Robertson will seek out address details and addresses for Clerk.

Trevor has identified areas for repair in the play area. The matter will be discussed at the next PC meeting.

10. QUESTIONS FROM THE PUBLIC: None

11. DATE OF NEXT MEETING – 11th June, 2nd July, 6th Aug, 3rd Sept, 1st Oct, 5th Nov, 3rd Dec. **Extraordinary planning meeting dates at 7.30pm Reading Room**: 28th May, 25th June, 16th July, 20th Aug, 17th Sept 15th Oct, 19th Nov, 17th Dec. **Agenda posting** : 25th June, 30th July, 24th Aug, 26th Sept, 28th Oct, 26th Nov.

The meeting closed at 10.05 pm.

Appendix 1.

The Financial Regulations were adopted at ADPC meeting on 14.5.12

AVON DASSETT PARISH COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 14th May 2012.

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. 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 financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.

1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.] The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

1.3 The RFO shall produce financial management information as required by the council.

1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

2.1 [Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.]

2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.

2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

2.4 The annual budgets shall form the basis of financial control for the ensuing year.

2.5 The Council shall consider the need for and shall have regard to a three year forecast of

Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.

3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. 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.

3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£200]. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.

3.6 No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.

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

4. ACCOUNTING AND AUDIT

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

4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor

shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.

4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.

4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council [,and countersigned by the Clerk].

5.4 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 PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

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

alternatively

[6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.:

a) The RFO shall maintain as petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

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 shall be shown separately on the schedule of payments presented to Council under 5.2 above.]

6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) 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.

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 salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8 LOANS AND INVESTMENTS

8.1 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.

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

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 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 terms and conditions of borrowings shall be reviewed at least annually.

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

9 INCOME

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

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

9.3 The Council will review all fees and charges 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 RFO.

In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO 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 RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO 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.

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 RFO.

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

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

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

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

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);

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

(b) Where it is intended to enter into a contract exceeding [£60,000] 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 tenders from at least three firms to be taken from the appropriate approved list.

(c) 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.

(d) 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.

(f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

(g) If less than three tenders are received for contracts above [£60,000] 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.

(h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 61, 63 and 64. [*check consistency*]

(i) When it is to enter into a contract less than [£60,000] 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 or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£1,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

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 RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

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

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

13 [STORES AND EQUIPMENT

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

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

14 [ASSETS, PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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 property shall be 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 £50.

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

15 INSURANCE

15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].

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

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

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

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 [CHARITIES

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

17 RISK MANAGEMENT

17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] 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 [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 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.

* * * *

Notes to the Model.

Stated dates or months maybe changed to suit local circumstances.

[ ] This part may be deleted if not relevant.

Where the word "regularly" is used in the text it is for the individual Council to set the required interval, monthly, quarterly, or half-yearly.

The value inserted in any of the paragraphs may be varied by the Council and should be reviewed regularly and confirmed annually by the Council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by Council but shall be based on the list maintained by the District Council for such works.

For the larger councils the following supplementary regulations may be of assistance.

1. X The council's system of internal control shall cover:
   a. Appointment of Proper Officers and the Responsible Finance Officer
   b. Proper book-keeping and financial reporting arrangements
   c. Financial regulations including Standing Orders and payment controls
   d. Risk management arrangements
   e. Budgetary controls
   f. Income controls
   g. Petty cash controls
   h. Payroll controls
   i. Capital controls covering asset management, investments and borrowing
   j. Bank reconciliation
   l. Other areas identified from time to time in risk assessments.

1. Y In order to promote efficiency, economy and effectiveness, the council may establish committees for Finance and/or Audit and/or Scrutiny under terms of reference specifying the objectives of the committee, its membership, limitation of scope and functions of the council which are to be delegated.

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

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

a. 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

b. a record of the assets and liabilities of the council, and

c. wherever relevant, a record of the councils income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

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

a. 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

b. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions

c. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records, and

d. measures to ensure that risk is properly managed.

May 2012

Appendix 2

Risk Assessment Policy of ADPC. Adopted at ADCP Meeting 14.5.12

Risk	Level	Exposure	Policy	Action
Organisation				
Loss of Clerk/Officer	High	Council Staff Public	Maintain continuity via WALC details of Locum Clerk service. Access all Council records via emergency procedures. Chairman's box to be accessed – N/A	Council Chairman
Loss of RFO	High	Council Staff Public	WALC assistance to be sought for a locum RFO	Clerk Chairman
Loss of IT Data	High	Council Staff Public	Data secured regularly on back up system. Help sought from emergency desk at the CC. Support from Local IT company. Training for Clerk in data protection legislation	Clerk Staff
Loss of Councillor	Low	Members Public	Guide to casual vacancy filling document obtained from WALC	Clerk

Risk	Level	Exposure	Policy	Action
Financial				
Loss of Council Assets	High	Members Staff Public	Theft/loss of assets insured for replacement cost (incl. civic regalia) Internal auditor to review asset register and insurance Clerk and Staff to check assets on a regular basis	Clerk Staff Internal auditor
Theft/Fraud	High	Council	Regular scrutiny by members of financial records Proper recording in minutes of all approval for spending and powers under which spend is authorised. Regular budget monitoring by members Periodic bank reconciliations review by members Regular review of financial regulations by members Review financial limits on Fidelity insurance to cash balances Review of letter of appointment for Internal auditor to include areas of risk – VAT, PAYE, cheque signing, Adequacy of invoicing, powers, and Council income. Review of effectiveness of internal Auditors report. Committee/Council approval for changes to payroll authority	Members Internal Auditor
Non compliance with Standing Orders	Medium	Council	Regular scrutiny of Standing Orders by members. Model standing Orders available from WALC website Scrutiny of Standing Orders by Internal Auditor during Internal Audit	Members Internal Auditor
Injury/loss to recipient of Council service	High	Council Staff	Public liability insurance indemnity of £5 million Regular scrutiny of insurance by members Emergency policy to delegate authority to clerk to commit finances without prior approval of Council in emergency situation.	Council Clerk
Loss of Income	Low	Council Staff	Regular budget monitoring by members to ascertain income Cash book reconciliation monitoring by members. Annual monitoring of income stream levels (burial fees etc) Authority for Clerk/RFO to transfer funds between accounts.	
Risk	**Level**	**Exposure**	**Policy**	**Action**
Democratic				
Defamation	Low	Members	Council can add a Libel and Slander of £1million indemnity to the Insurance NALC legal brief L03-05	Members

			Members to periodically undergo Code of Conduct training.	
Compliance with Code of Conduct	Low	Members	Completion of signed acceptance of office to abide by the Council Code of Conduct. Periodic review of members interests	Members
Representation on Outside Bodies	Low	Council Members	Council to review financial risks from decisions made by outside bodies in which it has members. Council to ensure that members of charity trusts review individual actions in line with Charity commissioners website	Council Members