



THORPE ST ANDREW TOWN COUNCIL

**Finance and Staff Committee Meeting to be held on:
16th March 2020
7.30pm at Town Hall, Pound Lane**

AGENDA

1. Attendance and Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting 27th January 2020
4. Public session – limited to 3 minutes per speaker
5. Finance
 - a. Annual Review of Effectiveness or Internal Control
 - b. Annual Review of Internal Audit
 - c. Risk Assessments
 - d. RFO Job Description
 - e. Standing Orders
 - f. Appointment of Internal Auditor
 - g. Summary of Receipts and Payments Variances 1/4/19 to 10/3/20
6. Update on Staffing – Verbal Report (DS/TF)
7. Contingency Planning – Report to be tabled
8. Commissioners Cut Lease – Presentation at Meeting (TF)
9. Football/Cricket Fees and Development Update – Verbal Report (DS)
10. Correspondence on charity use of parkland - attached

Future agenda items (Not for discussion)

Issued 11th March 2020

Town Clerk - Dr Thomas Foreman

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**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 27 January 2020 at 7.30pm**

1 Present:

Miss S Lawn (Chairman)

Mr N Shaw

Mr J Emsell

Mr L Reeves

Mr S Snelling

Mr Fisher

Mr J Ward

Apologies: Mr I Mackie and Mr F Bowe

In attendance:

Dr T Foreman (Town Clerk) Mrs J Fenn (Deputy Clerk & RFO) Mr D Sayer (Parks and Estates Manager)

One member of the public was present

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held 18 November 2019 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

None

5 FINANCE

Mrs J Fenn provided an overview of the bank reconciliation statement, summary of receipts and payments and the variance report.

6 DRAFT ATTENDANCE AND WELLBEING POLICY

The Committee scrutinised the draft attendance and wellbeing policy, which was the amalgamation of a number of existing written and unwritten policies currently used by the Council. There was significant discussion regarding the implications of the policy and the need for staff to be consulted prior to its adoption.

It was

RESOLVED

That the Attendance and Wellbeing Policy be consulted upon for a period of two weeks, with the results returning to the February Committee for consideration.

7 SAFETY LADDERS AT RIVER GREEN

Members considered information provided by the Parks and Estates Manager relating to safety ladders at River Green and that there was a compelling case to increase the

number due to concerns about access from the water at both ends of River Green and also in the middle of the site. The Town Council was aware that this had been raised by a landowner on Thorpe Island recently and therefore was hopeful that the addition would be seen positively. It was

RESOLVED

To proceed with the purchase and installation at a cost not to exceed £1000

8. UPDATE ON FOOTBALL MEETING

Mr D Sayer provided an update of his meeting with Councillors and other information he had gathering in anticipation of a meeting on 27th February 2020 at 6.30pm with all football clubs and some Councillors. He further explained that he had meeting with the FA and Councillors booked for the coming week and would continue to work on this matter with both the clubs and Councillors. The Committee noted this report.

9. DEPUTY CLERK FOR COMMITTEES AND EVENTS/COMMUNITY OFFICER POST

The Members considered in detail the draft job descriptions for both the Deputy Clerk for Committees and Events post, along with the Community Officer post It was confirmed that the current Deputy Clerk for Committees and Events would be transferring to the Community Officer post to continue that part of her existing post up to 8 hours per week/as required. The Committee approved both job descriptions and it was

RESOLVED

That both posts be created from 1st April 2020, with the new Deputy Clerk starting sooner if possible to shadow the existing postholder.

That the Deputy Clerk for Committees and Events transfer to the Community Officer post from 1st April 2020.

All salaries to be as approved in the budget by Town Council and the Deputy Clerk post to be for 20 to 24 hours per week.

The meeting closed at 9.15pm.

Signed:

Dated:

Thorpe St Andrew Town Council

Annual Review of the Effectiveness of Internal Control

The Accounts and Audit Regulations 2011:

1) The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.

(2) The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control.

Internal Control:

The system of internal control is designed to reduce the financial risk of the Town Council to an acceptable level.

Financial Management:

The Town Council has approved a set of financial regulations which set out the way that Council's finances are to be managed. These are reviewed and approved once a year.

Two councillors, out of three named signatories, must sign all cheques and other financial documents. The Responsible Financial Officer and Town Clerk may not authorise payments, but may carry out transfers within the Town Council's bank accounts.

The cheque signatory shall check the supporting document at the time of signing, to ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. The cheque stub should also be initialled to record that the name on the cheque stub is the same as that on the cheque.

At the year-end, the Town Council shall ensure that the cash book totals are reconciled to the year-end bank statement and shall sign as evidence of this check.

The Responsible Financial Officer is responsible for the day-to-day financial management of the Council. The duties of the Responsible Financial Officer are reviewed and approved once a year. The RFO shall report all payments to the Council.

In November, the Town Council shall review the budget in detail and shall make a recommendation for the precept for the forthcoming year.

Internal audit:

The Council has appointed an independent and competent internal auditor and carries out a review of the effectiveness of the internal audit once a year. The auditor reports his findings to the full Council and completes Section 4 of the Annual Return.

External audit:

The Council's external auditors complete Section 3 of the Annual Return; their comments and recommendations are reported to the full Council.

Review:

This review shall be carried out once a year and recorded in the Council's minutes.

Signed.....

Town Mayor

Signed.....

Responsible Financial Officer

Dated.....

Dated.....

Thorpe St Andrew Town Council

Annual Review of the Effectiveness of Internal Audit

The Accounts and Audit Regulations 2011 -

“Internal audit

..... A relevant body must maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal audit.

Scope:

The purpose of internal audit is to review whether the systems of financial and other control are effective; neither the internal nor the external auditor can be expected to look for fraud. The internal auditor does not give an opinion on the accounts, but is required to review controls and give recommendations.

The internal auditor is required to review the completeness and accuracy of the council’s accounts for the year, and to carry out a sample testing from the accounts to supporting documentation. The auditor shall also review payroll and VAT for reasonableness.

The internal auditor will discuss their findings with the Town Clerk and Responsible Financial Officer and will then write a report on their findings to the Town Council. In the case of a serious problem the auditor will report directly to the Town Mayor. Recommendations from the report will be recorded in the minutes and any action taken will be noted.

Independence:

The auditor shall not have any other role or employment within the council and the council confirms that this is the case.

The auditor will report under their own name and will address their report to the council.

Competence:

The internal auditor shall be competent to carry out the work. They should have an understanding of the accounting process, an understanding of the role of internal audit in reviewing systems, an awareness of risk management issues and an understanding of the accounting requirements, legal framework and powers of local councils.

Internal controls:

The Council shall carry out an annual review of its system of internal control and of its financial risk management.

The review of internal audit shall be approved by the full council and by the Responsible Financial Officer.

Signed.....

Signed

Dated.....

Dated

Town Mayor

Responsible Financial Officer

**THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT OF BUILDINGS, STREET FURNITURE OR OTHER FIXED ASSETS**

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Loss of property		Up to date register of assets maintained Revaluation of premise by professional services (when instructed by Insurance) Log book left on premise for users to list problem/concerns requiring action All legal documents/leases held in safe	
Loss or damage by fire	Potential loss of income	Fire equipment serviced annually PAT annually and findings recorded Fire exit signs displayed Fire assessments undertaken and findings recorded No smoking signs in all buildings Hazardous substances kept to a minimum, labelled as such and locked in secure areas Wheeled bins locked and secured into position	L
Loss or damage by wind/weather	Potential loss of income	All buildings and property assessed each week. Open spaced sites visited during working hours	M
Loss or damage by vandalism	Cost of repairs and potential loss of income	Buildings, gates and barriers locked at night. Access can be gained to fields at night on foot CCTV installed at the Morse Pavilion, Roxley Hall and Town Hall Security alarms fitted in the Morse office and Pavilion and the Town Hall List of key holders supplied to police Bus shelters inspected monthly by cleaning contractor	H
General wear and tear	Hirers sourcing another premise or seeking reduction in fees	Regular inspection and maintenance programme	L

**THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT OF BUILDINGS, STREET FURNITURE OR OTHER FIXED ASSETS - CONTINUED**

Risk to third party, property or individuals	Insurance claim - higher premiums	Insurance in place. Open spaces checked regularly and records retained. Trees investigated when damage reported. Risk assessments of individual events are carried out.	M
Legal liability as consequence of asset ownership i.e. playgrounds.	Insurance claim - higher premiums	Insurance in place. Checks of playgrounds undertaken during working week and written records kept. External inspection carried out by Zurich Municipal.	H
		EXTERNAL CONTROL MEASURES	
		Hire agreements signed in advance of letting with details of fire exit and emergency information	
		New hirers taken to premise and instructed on access and locking arrangements	
		Buildings and contents insured for loss, destruction or unauthorised entry resulting in theft or damage of contents and all building and contents valuations adjusted annually	
		Insurance policy checked by internal audit	

Reviewed 17/02/2020

Signed

THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT - GENERAL

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Violence from front line working	Injury to staff	Instructions to lock door when lone working in office (hatch access) Staff advised of action to take if approached for valuables Closed in reception area Minimum cash left on premise, weekly banking Groundstaff issued with mobile phones Regular risk assessment checks undertaken of all premises.	L
Accident resulting in injury or death from lone working	Injury/death of employee or member of the public	First aid kits on all premise First aid training undertaken by key members of staff Instructions to staff of action to be taken	L
Councillors activities outside lawful powers	Liability action, loss of face for council, bad publicity	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Council meets each month and always receives and approves minutes of meetings. Minutes made available to the public and via website. Register of interests and gifts and hospitality completed and updated when necessary.	M
		EXTERNAL CONTROL MEASURES	
		Insurance - accident and assault cover	

Reviewed 17/02/2020

Signed

**THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT - LOSS/THEFT PETTY CASH**

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Loss/theft of petty cash - Office	Loss of cash (£100 maximum)	Securely stored in fireproof cabinet	L
		RFO completes petty cash slip and enters into petty cash book	
		Petty cash reconciled on regular basis (not used frequently) and items listed on cheque list approved by Town Councillors	
		Periodic checks carried out by Town Clerk and logged in petty cash book as evidence of this	
		Reimbursement cheque signed by 2 Town Councillors	
		Separation of duties in place	
		EXTERNAL CONTROL MEASURES	
		System reviewed annually by Town Council who agree level of float (£100)	
		System reviewed by Internal Auditor	

Reviewed 17/02/2020

Signed

THORPE ST ANDREW TOWN COUNCIL

RISK ASSESSMENT OF SERVICE INTERRUPTION

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Service interruption due to long term absence of Clerk or RFO	Unable to deliver high quality services to the public	RFO and Deputy Clerk trained to undertake wide range of financial and administrative tasks Town Clerk and RFO authorised to sign cheques together with 2 Town Councillors	L
Service interruption due to loss of office/computer facilities	Unable to deliver high quality services to the public	Weekly back up of all records Use of home computers or other nearby Parish equipment/building for short term	L
Long term absence of Town Amenities Officer	Unable to deliver high quality services to the public	All staff aware of emergency contact details and/or temporary worker to be employed.	M
Loss or interruption of agency services provided or administered on behalf of BDC and NCC (listed below)	Unable to deliver high quality services to the public	Work sharing ensures continuation of service provision in the event of absence of any staff	L
		EXTERNAL CONTROL MEASURES	
		Insurance cover for public liability, business interruption and appropriate risk cover in place	
		Norfolk County Council or Broadland District Council staff assistance available in the event of an emergency	
		Locum panel of experienced Parish and Town Clerks provided by SLCC who are able to assist during any emergency	

Reviewed 17/02/2020

Signed

THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT OF EMPLOYMENT AND CONTROL OF STAFF AND PAYROLL

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Non compliance with employment law and HMRC regulations	Litigation	Town Clerk has overall control of all staff employed by Town Council	L
		Town Amenities Officer reporting to the Town Clerk has day to day control for grounds staff	
		Contract of employment signed by all employees	
	Incorrect payments to staff, HMRC and Pension Fund	Payroll managed by the RFO using Iris Payroll. RFO checks/verifies salaries and payment is made via the bank (on line) with 2 Town Councillors approval before payment made. Regular returns submitted to HMRC.	
		Use HMRC helpline when necessary. Monthly check on email notices via internet. VAT returns calculated by RFO quarterly and checked by Internal Auditor annually.	
		Membership of various national and regional bodies.	
		Written updates issued to all staff re employment legislation and pension changes	
		EXTERNAL CONTROL MEASURES	
		Town Council approves appointment, terms and condition service for all employees and any significant variations to same	
		Town Council approves all annual pay adjustments and changes in national terms and conditions of service	
		Council approves the standard Contract of employment issued to all employees	

Reviewed 17/02/2020

Signed

**THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT OF BANKING AND INVESTMENT ARRANGEMENTS AND CONTROLS**

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Loss of interest	Loss of income	All banking arrangements and changes to banking arrangements approved by Town Council and recorded in minutes Investment of any year-end funds in interest account authorised by Town Council and recorded in minutes	L
Theft or inappropriate use of funds	Inability to provide essential services	Cheque list compiled once a month by RFO and approved by Town Council and signed/dated by Town Mayor Cheques require 2 Town Councillors signatures and either Town Clerk or RFO cheque stubs initialised by Town Councillors	L
	Damage to reputation Not safeguarding public money and resources in its charge	Transfers between deposit and current account by RFO Bank reconciliations carried out on a monthly basis by RFO, checked and countersigned by Town Clerk and presented to the councillors at the Town Council meeting	
Non compliance with restrictions on borrowing	Misuse of funds Additional charges. Damage to reputation loss of face .	All loans will be negotiated by the RFO on behalf of the Council and shall be for a set period of them in accordance with council policy. Changes to loans are reported to the Town Council at the earliest opportunity	L
		EXTERNAL CONTROL MEASURES	
		Sample checks on account movement balances and bank reconciliation carried out by Internal Audit	
		Lloyds TSB instructed to comply with mandate at all times and instruct if bank accounts become overdrawn	

Reviewed 17/02/2020

Signed

THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT OF INCOME FROM LETTINGS

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Loss of lettings by theft or dishonesty	Loss of income	Roxley Hall - Office staff deal with bookings and payments. RFO issues invoices and receipts, checks and verifies details, banks income and updates records Town Hall - Office staff deal with bookings and payments. RFO issues invoices and receipts, checks and verifies details, banks income and updates records	M
		Pitch and Pavilion Hire - Town Amenities Officer keeps diary record of hire, details passed to RFO monthly to raise invoice. RFO banks income and updates records	
		For all cash bankings over £2500 (mainly events) our insurance cover requires 2 people to take the money to the bank.	
		RFO checks all income and records VAT where applicable	
		Charges agreed annually by Town Council. All clubs informed of any changes by letter or email	
		EXTERNAL CONTROL MEASURES	
		Insurance cover for loss of cash:	
		a) in transit in the custody of any member or employee or in transit by registered post (limit £250) or in a bank night safe.....£5000	
		b) in the private residence of any member or employee.... £250	
		c) in the premises in the custody of or under the actual supervision of any member or employee.....£5000	
		cii) in locked safes or strongrooms.....£5000 ciii) in locked receptacles other than safes or strongrooms £250	

Reviewed 17/02/2020

Signed

**THORPE ST ANDREW TOWN COUNCIL
RISK ASSESSMENT OF AUTHORISATION AND CONTROL OF SUPPLY OF GOODS AND SERVICES TO THE TOWN COUNCIL**

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK
Unauthorised goods purchased	Theft, loss to Town Council	Financial Regulations reviewed by Town Council annually and recorded in the minutes	L
Best value not obtained for goods or services	Inability to achieve objectives to deliver high quality public services	Supply of goods and services regulated by the Councils Financial Standing Orders and controlled by the Town Clerk	L
	Misuse of public funds	Contracts reviewed when applicable	
		Town Amenities Officer authorised to purchase items for areas under his control. Invoices passed to TAO to sign and code. Limit £500, over £500 to be agreed with Town Clerk.	
		Deputy Clerk orders goods. Delivery notes checked and signed by all office staff and passed to RFO. Invoices checked to delivery notes by RFO where applicable and passed for payment. Separation of duties in place	
		Payments approved by Town Council against payment schedule prepared by RFO	
		The Finance and Staffing Committee review budget and variances bi-monthly. Copy of figures attached for next Town Council meeting.	
		Internal Audit checks sample payments to ensure compliance with Financial Regulations and that payments are supported by vouchers, expenditure is approved and VAT is properly accounted for and quarterly returns submitted	
		EXTERNAL CONTROL MEASURES	
		District Audit and annual publication of accounts and availability of financial records for public inspection	
		Written reports on performance to relevant bodies on a regular basis	

Reviewed 17/02/2020

Signed

RISK ASSESSMENT OF PROCEDURES AND DOCUMENTATION

RISK	CONSEQUENCE OF RISK	INTERNAL CONTROL MEASURES	RISK LEVEL
Document controls not adhered to	Inaccurate reporting of council business matters	Minutes numbered and paginated with master copy. Ratification of minutes at following meeting.	L
	Inability to respond to electors rights of inspection	Procedures to deal with enquiries from public. Accessibility of documents - coherent filing system.	
	Timescales not adhered to	Procedures for document receipt, circulation, response, handling and filing	
	No document control	Procedures in place for recording and monitoring Members interest	
		Adoption of codes of conducts for members and employees	
Information Governance	Failure to comply with the statutory requirements of the General Data Protection Regulations (GDPR)	GDPR training for all Finance and Staff Committee members and all member of Town Council staff. GDPR policy written and understood.	
		EXTERNAL CONTROL MEASURES	
		Internal audit reviews internal controls and documentation in place. Reviews minutes to ensure legal powers in place, recorded and correctly applied.	

Reviewed 17/02/2020

Signed

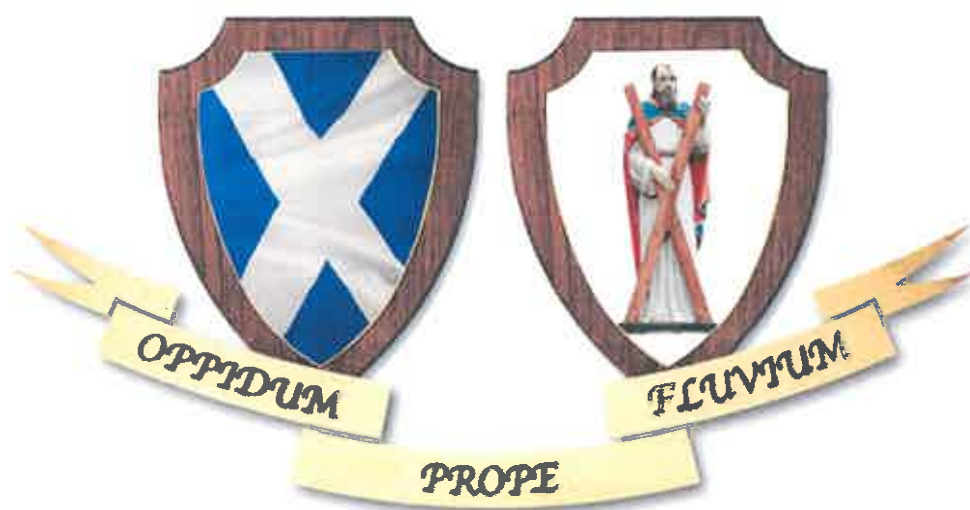
JOB DESCRIPTION- RESPONSIBLE FINANCIAL OFFICER and DEPUTY CLERK

1. Prepare vouchers and cheques and enter cheque list into computer. Send out cheques.
2. To monitor and balance the councils accounts and prepare records for internal and external audit
3. To prepare financial reports and information for the Town Council.
4. To submit quarterly VAT return.
5. To verify salary details and record details in accounts book for end of year returns. Submit HMRC returns on line.
6. To receive and sort money from the Parks and Estates Manager, Town Hall, Morse Pavilion and Roxley Hall. To issue invoices and receipts on a monthly basis and bank all money regularly.
7. To maintain a petty cash account together with a cash float.
8. To prepare risk assessments, financial regulations, pension policies and seek approval of the appointment of the internal auditor annually via the Town Council.
9. To annually review asset register, property and risks covered. Verify to insurance renewal details.
10. In the absence of the Clerk to carry out his duties.
11. To prepare, when necessary, in consultation with appropriate members, agendas, etc., for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval. To send relevant papers to County and District Councillors, police and the press.
12. To receive, when necessary, correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of the Council.
13. To supervise in the Clerk's absence any other members of staff in keeping with the policies of the Council. Liaise with Parks and Estates Manager and cleaning contractors.
14. To deal with complaints and problems from telephone callers and visitors in the absence of the Clerk.
15. To keep allotment register up to date. Update waiting list. Send annual invoices, reminders and collect rent as required.
16. To help organise Town Mayor's Reception and any other special meetings.
17. To help organise the running of the office.
18. Keep up to date — filing, scrap books, timesheets, outstanding tasks from office meetings and inventories.

Reviewed ~~25th February 2019~~

17/2/20 16/3/20

THORPE ST ANDREW TOWN COUNCIL



THORPE ST ANDREW TOWN COUNCIL

STANDING ORDERS

Adopted

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.






- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Mandatory for full Council meetings 
- Mandatory for committee meetings 
- Mandatory for sub-committee meetings 

-  a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
-  b The minimum 3 clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
-  c The minimum 3 clear days public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- 
 d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.



The recording, filming and reporting of all public meetings is permitted.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public and press are permitted to film or record meetings (to which they are permitted access) in a non-disruptive manner and from areas designated for the public. **No prior permission is required** however the Chairman at the beginning of the meeting could ask if anyone present wishes to record proceedings. The Council could assist by making reasonable facilities available to allow ease of recording as it might by providing a desk for a press reporter.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed so long as it is carried out in a non-disruptive manner.

Disruptive behaviour could be any action or activity which disrupts the conduct of meetings or impedes others being able to see, hear or film the proceedings.

This could include:

- moving to areas outside the areas designated for the public
- excessive noise in recording, setting up or re-siting equipment during the meeting
- intrusive lighting and use of flash photography: and
- asking for statements made to be repeated for the purposes of recording.

The Chairman of the meeting, in accordance with Standing Order No. 2, can stop a meeting if any person is deemed to be disruptive.

Councils can ask that filming or recording is kept to a minimum, that is focuses on those making representations to the meeting and that members of the public are not inconvenienced, and all involved should be treated respectfully (as should be the case always!).

Any person or organisation choosing to film, record or broadcast any meeting of the Council will be responsible for any claims or other liability resulting from them so doing.



m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.



n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council (if any).












o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.



p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority or councillors with voting rights present and voting.



-  **q** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she gave an original vote.
 *See standing orders 5(i) and (j) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*
- r** Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If 2 members request, voting shall be by signed ballot
- s** The minutes of a meeting shall include an accurate record of the following:

 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
-  **t** (England) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.
 
-  **u** No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than 3.
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
-  **v** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.
 The business on the agenda for the meeting shall be adjourned to another meeting.

- w** A meeting shall not exceed a period of 2.5 hours.

4. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d (England) In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e (Wales) In addition to the annual meeting of the council, any number of other ordinary meetings may be held in each year on such dates and times as the council may direct.
- f The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- g The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.
- h The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- i In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- j In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- k Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office forms unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. (England) In an election year, to decide with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;
 - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xviii. Review of the council's policy for dealing with the press/media; and
 - xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by 2 councillors, any 2 councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the 2 councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

- a** A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b** When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further 6 months.

8. Voting on appointments

- a** Where more than 2 persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of 1 person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a** A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b** No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c** The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d** If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- e** If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f** Subject to standing order 9(e), the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g** Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h** Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- c A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- d A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- e Subject to standing orders 13(b) and 13(d), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- f A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. at least 3 clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3 (c) for a meeting of a committee.
 - ii. give public notice of the time, place and agenda at least 3 clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for a meeting of a committee.
 - iii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her withdrawal of it;
 - iv. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;
 - v. facilitate inspection of the minute book by local government electors;
 - vi. receive and retain copies of byelaws made by other local authorities;
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. be the Data Protection Officer and assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the council to the Chairman or in his/her absence the Vice-Chairman of the Council within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council
 - xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 22.
 - xviii. *destroy any anonymous correspondence received without taking any further action*

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30th June, 30th September and 31st December in each year a statement to summarise:
- i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31st March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31st March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30th June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c), including the setting of values for different procedures where a contract has an estimated value of less than £25000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25000 shall be procured on the basis of a formal tender as summarised in standing order 18(d).
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm
 - (i) the council's specification
 - (ii) the time, date and address for the submission of tenders
 - (iii) the date of the council's written response to the tender and
 - (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce (and which vary from time to time) the council must consider whether the Public Contracts Regulations 2015 apply and then comply with relevant EU procurement rules.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Council or, if he/she is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c The chairman of the Council or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Full Council
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of the Council or in his/her absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Full Council
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Council
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured, and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) shall be provided only to the Clerk and/or the Chairman of the Council

20. Data Protection and Requests for information

- a For the purposes of the General Data Protection Regulations 2018, the Council is the Data Controller and the Proper Officer is the Data Protection Officer. Councillors on the Finance and Staff Committee and officers are required to undertake Data Protection training.
- b Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- c Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The said Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled by the Town Clerk.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a), any 2 councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures. This shall be in addition to the Common Seal of the Council.

23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council will be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Signed on this day: _____

_____ (Town Mayor)

_____ (Town Clerk)

Thorpe St Andrew Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Town Hall Office	150.00	649.26	499	25,550.00	20,332.37	5,218	5,717
Roxley Hall	17,000.00	16,303.61	-696	13,750.00	14,245.64	-496	-1,192
River Green	50.00	967.23	917	6,250.00	11,150.11	-4,900	-3,983
Fitzmaurice Park - Town Hall	18,289.00	22,197.20	3,908	25,850.00	30,235.75	-4,386	-478
Sir George Morse Park and Pavilio	11,500.00	10,816.35	-684	52,500.00	57,603.95	-5,104	-5,788
Capital Spending		7,778.27	7,778	24,265.00	67,148.37	-42,883	-35,105
Allotments	5,100.00	5,735.30	635	4,075.00	2,873.24	1,202	1,837
Tree Management				9,000.00	950.91	8,049	8,049
Cemetery				2,620.00	2,073.14	547	547
Street Furniture		50.00	50	1,500.00	1,060.83	439	489
Street Lighting				25,760.00	34,614.52	-8,855	-8,855
Verge Cutting	16,500.00	15,845.03	-655	12,500.00	7,814.86	4,685	4,030
Precept	441,638.00	441,638.00					
S137 Payments and Donations	1,500.00		-1,500	550.00	2,526.00	-1,976	-3,476
Website				1,000.00	4,607.50	-3,608	-3,608
Contingency				5,550.00		5,550	5,550
Events	12,750.00	18,763.72	6,014	10,150.00	19,126.78	-8,977	-2,963
Loan Repayment				34,175.00	32,188.94	1,986	1,986
Broadland District Council Elections				4,000.00		4,000	4,000
Salaries				230,432.00	215,968.00	14,464	14,464
Business Sponsorship	250.00	398.00	148	250.00	880.90	-631	-483
Grants		793.00	793		1,505.47	-1,505	-712
Legal Fees				1,500.00	3,950.20	-2,450	-2,450
Town and Neighbourhood Plan				1,000.00	350.04	650	650
Leases				4,000.00	4,682.08	-682	-682
Community Infrastructure Levy		3,924.73	3,925				3,925
Section 106							
Building Maintenance				25,500.00	14,766.56	10,733	10,733
Dementia Cafe							
Parks Project							
Youth Council				1,000.00		1,000	1,000
Newsletter				2,000.00	988.75	1,011	1,011
NET TOTAL	524,727.00	545,859.70	21,133	524,727.00	551,644.91	-26,918	-5,785
Total for ALL Cost Centres		545,859.70			551,644.91		
V.A.T.		37,271.19			38,520.67		
GROSS TOTAL		583,130.89			590,165.58		

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 March 2020 (2019/20)

Town Hall Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Audit				1,800.00	1,531.00	269	269
2	Bank charges				450.00	252.70	197	197
3	Chairmans expenses		104.00	104	1,200.00	1,019.72	180	284
4	Computer/Photocopier				750.00	582.00	168	168
5	Insurance				8,500.00	7,749.30	751	751
6	Mileage							
7	Miscellaneous				300.00	565.20	-265	-265
8	Office equipment				150.00	734.84	-585	-585
10	Office telephone				800.00	700.74	99	99
11	Postage				1,200.00	715.44	485	485
12	Stationery		6.99	7	1,500.00	642.47	858	865
13	Subscriptions				1,000.00	1,276.95	-277	-277
14	Training and H & S				1,000.00	145.00	855	855
15	Bank interest	150.00	160.54	11				11
17	Insurance claims							
143	VAT refund							
187	Bottle bank		377.73	378		74.55	-75	303
216	Photocopy charges				1,000.00	1,003.58	-4	-4
235	Rates				3,500.00	3,338.80	161	161
239	Human Resources H&S Cover				2,400.00		2,400	2,400
SUB TOTAL		150.00	649.26	499	25,550.00	20,332.37	5,218	5,717

Roxley Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Cleaning				6,000.00	5,420.00	580	580
22	Electricity				1,500.00	1,009.19	491	491
23	Gas				2,000.00	1,083.93	916	916
25	Miscellaneous					1,824.98	-1,825	-1,825
26	Rates				3,500.00	4,456.54	-957	-957
27	Sanitary disposal				250.00		250	250
28	Water				500.00	360.59	139	139
29	Lettings	17,000.00	16,303.61	-696		90.41	-90	-787
SUB TOTAL		17,000.00	16,303.61	-696	13,750.00	14,245.64	-496	-1,192

River Green

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Commisioners Cut - picnic area				500.00	379.50	121	121
31	Electricity				350.00	460.07	-110	-110
33	River Green flowers				900.00		900	900
34	River Green maintenance				4,000.00	2,366.88	1,633	1,633
35	War Memorial maintenance				500.00		500	500
149	Income	50.00	967.23	917				917

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 March 2020 (2019/20)

247 Rates River Green toilets				2,042.01	-2,042	-2,042
248 Electricity Toilets River Green				1,226.26	-1,226	-1,226
249 Cleaning Toilets				4,675.39	-4,675	-4,675
SUB TOTAL	50.00	967.23	917	6,250.00	11,150.11	-4,900
						-3,983

Fitzmaurice Park - Town Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Cleaning				6,000.00	4,700.00	1,300	1,300
40 Cricket maintenance				3,000.00	1,370.23	1,630	1,630
41 Electricity				6,000.00	5,877.98	122	122
42 Field maintenance contract				4,300.00	3,884.15	416	416
43 Turf maintenance				1,000.00	3,034.46	-2,034	-2,034
45 Park maintenance				1,000.00	4,066.19	-3,066	-3,066
46 Play equipment maintenance				500.00	5,017.21	-4,517	-4,517
48 Sanitary disposal				100.00		100	100
49 Telephone				250.00	352.70	-103	-103
50 Water rates				1,300.00		1,300	1,300
51 Wheeled/litter/dog bins				2,000.00	1,457.22	543	543
52 Cricket income	2,789.00	2,011.26	-778				-778
54 Lettings	15,500.00	20,185.94	4,686				4,686
55 Other income							
212 Repaint Youth Shelter					475.61	-476	-476
238 tennis court				400.00		400	400
SUB TOTAL	18,289.00	22,197.20	3,908	25,850.00	30,235.75	-4,386	-478

Sir George Morse Park and Pavi

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Cleaning and cleaning materials				8,000.00	7,904.28	96	96
60 Electricity				1,700.00	2,597.41	-897	-897
61 Equipment hire				400.00		400	400
62 Field maintenance contract				6,100.00	6,064.30	36	36
64 Fuel				2,500.00	1,628.34	872	872
65 Grounds machinery				4,000.00	1,622.10	2,378	2,378
66 Materials fixtures & fittings				1,050.00	197.49	853	853
70 Mileage				400.00		400	400
71 Miscellaneous				200.00	328.00	-128	-128
72 Morse - gas/expenditure				1,500.00	1,891.84	-392	-392
73 Park maintenance				550.00	485.26	65	65
74 Play equipment maintenance				1,000.00	1,979.07	-979	-979
75 Shrub bed - St Will Loke				100.00	80.30	20	20
76 Sanitary disposal				300.00		300	300
77 Sports turf maintenance				8,000.00	10,239.64	-2,240	-2,240
78 Telephone				1,400.00	1,645.09	-245	-245
79 Tools - equipment				200.00	276.34	-76	-76
80 Training				3,500.00	1,878.10	1,622	1,622
84 Water rates				900.00	616.18	284	284
85 Wheeled/litter/dog bins				2,000.00	1,544.69	455	455

Thorpe St Andrew Town Council
Summary of Receipts and Payments

10 March 2020 (2019/20)

All Cost Centres and Codes

88 Football income	11,500.00	6,345.03	-5,155				-5,155
89 Other income		3,600.00	3,600				3,600
160 Soccer marking				4,000.00	4,167.13	-167	-167
174 Rates				2,500.00	2,430.45	70	70
176 Feed in Tariff		871.32	871		871.32	-871	
181 Cleaning Tennis Courts				300.00	1,870.00	-1,570	-1,570
213 Health and Safety				1,900.00	1,104.29	796	796
214 Vehicle Maintenance					6,182.33	-6,182	-6,182
SUB TOTAL	11,500.00	10,816.35	-684	52,500.00	57,603.95	-5,104	-5,788

Capital Spending

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90 Asset replacement				5,000.00		5,000	5,000
91 Buildings & amenity areas				7,265.00	13,720.60	-6,456	-6,456
92 Street lights				9,000.00		9,000	9,000
93 Town Office				1,000.00		1,000	1,000
164 Projects		7,778.27	7,778	2,000.00	53,427.77	-51,428	-43,650
165 War Memorial							
SUB TOTAL		7,778.27	7,778	24,265.00	67,148.37	-42,883	-35,105

Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
94 Dussindale maintenance				1,500.00	993.30	507	507
95 Dussindale rent				400.00	399.93	0	0
96 Dussindale water charges				375.00	336.46	39	39
97 Hillside maintenance				1,300.00	330.00	970	970
98 Hillside water charges				500.00	533.55	-34	-34
100 Rent and deposit	4,650.00	4,788.80	139		280.00	-280	-141
168 Water charges	450.00	946.50	497				497
SUB TOTAL	5,100.00	5,735.30	635	4,075.00	2,873.24	1,202	1,837

Tree Management

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101 Tree expenditure				9,000.00	950.91	8,049	8,049
SUB TOTAL				9,000.00	950.91	8,049	8,049

Cemetery

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
102 Maintenance				2,120.00	2,020.00	100	100
103 Water charges				500.00	53.14	447	447

Thorpe St Andrew Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

10 March 2020 (2019/20)

SUB TOTAL		2,620.00	2,073.14	547	547
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Street Furniture

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
104 Cleaning bus shelters				1,500.00	940.00	560	560
105 Repairs and maintenance		50.00	50		20.83	-21	29
156 Bus shelters					100.00	-100	-100
SUB TOTAL		50.00	50	1,500.00	1,060.83	439	489

Street Lighting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106 Energy charge				20,000.00	20,733.35	-733	-733
107 Maintenance contract				5,760.00	4,795.00	965	965
108 Repairs					9,086.17	-9,086	-9,086
SUB TOTAL				25,760.00	34,614.52	-8,855	-8,855

Verge Cutting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110 Fuel & machinery maintenance				2,500.00	1,945.84	554	554
228 Verge cutting	16,500.00	15,845.03	-655		1,279.02	-1,279	-1,934
240 Hire of equipment				10,000.00	4,590.00	5,410	5,410
SUB TOTAL	16,500.00	15,845.03	-655	12,500.00	7,814.86	4,685	4,030

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
111 Precept	441,638.00	441,638.00					
SUB TOTAL	441,638.00	441,638.00					

S137 Payments and Donations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
112 S137 - bus shelter maintenance	1,500.00		-1,500				-1,500
113 S137 payments and donations				550.00	2,526.00	-1,976	-1,976
SUB TOTAL	1,500.00		-1,500	550.00	2,526.00	-1,976	-3,476

see attached breakdown (1)

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 March 2020 (2019/20)

Website

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
116	Website costs				1,000.00	4,607.50	-3,608	-3,608
SUB TOTAL					1,000.00	4,607.50	-3,608	-3,608

Contingency

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Contingency				5,550.00		5,550	5,550
SUB TOTAL					5,550.00		5,550	5,550

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
118	Events one off purchase		367.75	368		2,583.00	-2,583	-2,215
200	Event Business Sponsorship	750.00		-750	150.00		150	-600
243	St Georges Day	750.00	511.13	-239	1,500.00	1,846.59	-347	-585
244	Fireworks	10,250.00	16,594.52	6,345	7,500.00	9,129.77	-1,630	4,715
245	Remembrance parade					487.28	-487	-487
246	Xmas Event	1,000.00	1,290.32	290	1,000.00	5,080.14	-4,080	-3,790
SUB TOTAL		12,750.00	18,763.72	6,014	10,150.00	19,126.78	-8,977	-2,963

Loan Repayment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
119	Morse Loan				5,523.00	5,523.23	0	0
182	Roxley Hall Loan				21,103.00	21,102.58	0	0
193	Town Hall loan				3,566.00	1,986.85	1,569	1,569
229	River Green Lights				3,983.00	3,566.28	417	417
SUB TOTAL					34,175.00	32,188.94	1,986	1,986

Broadland District Council Electi

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Election costs				4,000.00		4,000	4,000
SUB TOTAL					4,000.00		4,000	4,000

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 March 2020 (2019/20)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
125	Fenn salary				7,143.00	7,204.25	-61	-61
126	Fenn - pension employer				1,607.00	1,620.96	-14	-14
127	Fenn - NIC employer					39.36	-39	-39
131	Sayer salary				28,895.00	26,487.12	2,408	2,408
132	Sayer - pension employer				6,501.00	5,959.58	541	541
133	Sayer - NIC employer				2,815.00	2,563.77	251	251
152	Bass - salary				9,508.00	8,251.02	1,257	1,257
153	Bass - NIC employer				170.00	47.19	123	123
154	Bass - pension employer				2,139.00	1,856.48	283	283
183	Foreman salary				42,806.00	39,239.07	3,567	3,567
184	Foreman employers nic				5,200.00	4,323.55	876	876
185	Student loan					198.00	-198	-198
186	Foreman - pension employer				9,631.00	8,828.71	802	802
188	Sick/hol cover							
189	Calver salary				21,429.00	19,445.25	1,984	1,984
190	Calver pension employer				4,821.00	4,419.69	401	401
191	Calver -employers nic				1,740.00	1,619.31	121	121
192	Calver - student loan							
202	Mr G Watkins				16,326.00	13,557.50	2,769	2,769
203	Watkins - pension employer				3,673.00	3,050.41	623	623
204	Matthews - salary				2,040.00	1,013.31	1,027	1,027
205	Parr - salary				15,092.00	13,834.37	1,258	1,258
206	Parr - employers NIC				972.00	817.74	154	154
207	Parr employers pension				3,396.00	3,112.78	283	283
224	Jones salary				16,836.00	15,433.00	1,403	1,403
225	Jones pension employer				3,788.00	3,472.48	316	316
227	Jones nic employer				1,000.00	1,038.29	-38	-38
230	Watkins nic				1,280.00		1,280	1,280
231	Seaman salary				16,836.00	13,592.81	3,243	3,243
232	Seaman pension employer				3,788.00	3,058.43	730	730
233	Seaman employers nic				1,000.00	883.57	116	116
234	balance					11,000.00	-11,000	-11,000
SUB TOTAL					230,432.00	216,968.00	14,464	14,464

Business Sponsorship

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
177	Receipts and payments	250.00	398.00	148	250.00	880.90	-631	-483
SUB TOTAL		250.00	398.00	148	250.00	880.90	-631	-483

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
150	Grant income and expenditure		793.00	793		1,505.47	-1,505	-712

Thorpe St Andrew Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

10 March 2020 (2019/20)

SUB TOTAL		793.00	793		1,606.47	-1,505	-712
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Legal Fees

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
158 Legal charges				1,500.00	3,950.20	-2,450	-2,450
SUB TOTAL				1,500.00	3,950.20	-2,450	-2,450

Town and Neighbourhood Plan

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
169 Town/neighbourhood plan				1,000.00	350.04	650	650
SUB TOTAL				1,000.00	350.04	650	650

Leases

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172 Vehicle lease				4,000.00	4,682.08	-682	-682
SUB TOTAL				4,000.00	4,682.08	-682	-682

Community Infrastructure Levy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
175 CIL receipts and payments		3,924.73	3,925				3,925
SUB TOTAL		3,924.73	3,925				3,925

Section 106

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201 Section 106							
SUB TOTAL							

Building Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
209 Town Hall				5,000.00	5,932.39	-932	-932
210 Morse Pavilion				10,500.00	6,143.63	4,356	4,356
211 Roxley Hall				5,000.00	2,380.21	2,640	2,640

Thorpe St Andrew Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

10 March 2020 (2019/20)

236	Cafe				220.00	-220	-220
237	River Green Buildings				5,000.00	110.33	4,890
SUB TOTAL					25,600.00	14,766.56	10,733

Dementia Cafe

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
217	Receipts and payments							
SUB TOTAL								

Parks Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
218	Receipts and payments							
SUB TOTAL								

Youth Council

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
241	Payments				1,000.00	1,000	1,000	
SUB TOTAL					1,000.00	1,000	1,000	

Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
242	Newsletter				2,000.00	988.75	1,011	
SUB TOTAL					2,000.00	988.75	1,011	

Summary

NET TOTAL	524,727.00	545,859.70	21,133	524,727.00	551,644.91	-26,918	-5,785
V.A.T.		37,271.19			38,520.67		
GROSS TOTAL		583,130.89			590,165.58		

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/19 - 10/3/20**

Capital spend	£7778 bus shelter partnership/members grant
Community Infrastructure levy	CIL income £3924
Events	See summary
Fitzmaurice Park - Town Hall	additional lettings
Grants	voluntary grant afternoon tea
Leases	
Legal fees	
Loan	
Newsletter	
Precept	Received from BDC in April and September
River Green	Mooring fee income
Roxley Hall	
Sir George Morse Park and Pavilion	Seasonal football income
Street Furniture	reimburse for plaque £50
Town Hall - Office	reimburse for twinning lunch £100 bottle bank £378
Verge cutting	Received income for the year

Cemetery	paid maint for the year
Community Infrastructure levy	
Events	See summary
Fitzmaurice Park - Town Hall	Tree work £350, seed £1186, park equipment maint £5017 afternoon tea purchases, Frostbite Sailing Club £650
Grants	
Leases	New lease - paid 3 months in advance £668
Legal fees	Employment services £2255 car park boathouse £1295 subscription £400
Loan Repayment	
Newslewtter	
Street lighting	£6850 replacement columns/lights
River Green	Toilets - rates/electricity/cleaning £7943
Roxley Hall	Rates paid for the year, royalty charges £1450 and waste bins £332
Sir George Morse Park and Pavilion	Rates paid for the year £2430, seed £2861, play equip maint £1000
Salaries	Strain payment to pension fund £11000
Town Hall - Office	
Website	updates £4607

**EVENTS RECEIPTS AND PAYMENTS
2019/2020**

EVENTS	Receipts EXC VAT	Payments EXC VAT
Budget 19/20	12750	10150
	£	£
St Georges Day	848.65	1867.59
Remembrance Parade		487.28
Fireworks	16657.01	8739.00
Xmas lights	1352.81	5470.91
Stall income 20/21		
Xmas Cards /calendars	364.25	591.92
Dementia café donation (sale of xmas cards/calendars)		124.25
Snippets / one off purchases	3.50	1866.83
EVENTS TOTAL 2019/20	19226.22	19147.78
Newsletter (3 issues) plus delivery		
2018/19 Income		
Stall income St Georges 2019/20	337.52	
Fireworks 2019/20	62.49	
Xmas 2019/20	62.49	
Event Notice		21.00
sub total	462.50	21.00
Total	18763.72	19126.78

Thorpe St Andrew Town Council
Listing of Receipts in each Code for All Cost Centres
 (Between 01-04-2019 and 11-03-2020)

Cost Centre		Events		118 Events one off purchase		243 St Georges Day		244 Fireworks		
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
276	27/11/2019		Bank 1 Deposit Acct		Xmas cards/calendars	Various	S	111.67	22.33	134.00
285	03/12/2019		Bank 1 Deposit Acct		cards and calendars	donuts	S	35.00	7.00	42.00
295	10/12/2019		Bank 1 Current Acct		Christmas cards	Morton Reeves	S	10.00	2.00	12.00
319	17/12/2019		Bank 1 Deposit Acct		Xmas cards/calendars	Various	S	108.33	21.67	130.00
323	18/12/2019		Bank 1 Deposit Acct		Snippets	Various	E	3.50	0.00	3.50
328	31/12/2019		Bank 1 Deposit Acct		Christmas cards	Various	S	33.33	6.67	40.00
341	09/01/2020		Bank 1 Deposit Acct		Christmas cards	Various	S	61.75	12.35	74.10
381	11/02/2020		Bank 1 Deposit Acct		Calendars	Various	S	4.17	0.83	5.00
						Subtotal for Code: Events one off purchase		£397.75	£72.85	£440.60
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	08/04/2019		Bank 1 Current Acct		Banner sponsorship	Morton Reeves	S	50.00	10.00	60.00
7	08/04/2019		Bank 1 Current Acct		Banner sponsorship	C & M Handyman	S	30.00	6.00	36.00
13	09/04/2019		Bank 1 Deposit Acct		Stall income	Various	S	12.50	2.50	15.00
17	23/04/2019		Bank 1 Current Acct		Business sponsorship	Arron Reynolds	S	20.00	4.00	24.00
22	23/04/2019		Bank 1 Current Acct		Banner sponsorship	Canham Consulting	S	30.00	6.00	36.00
23	23/04/2019		Bank 1 Current Acct		Banner sponsorship	Breakwater	S	50.00	10.00	60.00
27	24/04/2019		Bank 1 Deposit Acct		Banner sponsorship	Norfolk Property Management	S	30.00	6.00	36.00
28	24/04/2019		Bank 1 Deposit Acct		Banner sponsorship	Harveys Funeral Home	S	30.00	6.00	36.00
29	24/04/2019		Bank 1 Deposit Acct		Stall income	Various	S	12.50	2.50	15.00
30	30/04/2019		Bank 1 Deposit Acct		Banner sponsorship	Lovewell Blake	S	30.00	6.00	36.00
42	01/05/2019		Bank 1 Deposit Acct		Donation	Donkey Rides	E	78.00	0.00	78.00
43	01/05/2019		Bank 1 Deposit Acct		Donation	Funfair	E	50.00	0.00	50.00
44	01/05/2019		Bank 1 Deposit Acct		Straw - paid from income	Various	E	-60.00	0.00	-60.00
47	08/05/2019		Bank 1 Deposit Acct		Donation	Fab fudge	E	25.00	0.00	25.00
48	08/05/2019		Bank 1 Deposit Acct		Business sponsorship	Co op Funeral Plan	S	30.00	6.00	36.00
83	12/06/2019		Bank 1 Deposit Acct		Donation	Ronaldo	E	63.13	0.00	63.13
187	30/09/2019		Bank 1 Current Acct		Business sponsorship	Canary Thermal Roof	S	30.00	6.00	36.00
400	11/03/2020		Bank 1 Deposit Acct		Stall income	Various	S	62.50	12.50	75.00
						Subtotal for Code: St Georges Day		£573.63	£83.50	£657.13
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
123	30/07/2019		Bank 1 Deposit Acct		Trade stalls - fireworks	Various	S	20.83	4.17	25.00
141	20/08/2019		Bank 1 Deposit Acct		Trade stalls - fireworks	Hogg man	S	20.83	4.17	25.00
151	10/09/2019		Bank 1 Deposit Acct		Trade stalls - fireworks	Various	S	41.67	8.33	50.00
152	10/09/2019		Bank 1 Deposit Acct		Stall income fireworks	Various	S	20.83	4.17	25.00

Thorpe St Andrew Town Council
Listing of Receipts in each Code for All Cost Centres
 (Between 01-04-2019 and 11-03-2020)

Code Number	Date	246 Xmas Event	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
166	16/09/2019		Bank 1 Deposit Acc			Trade stalls - fireworks 2019	Various	S	41.67	8.33	50.00
191	01/10/2019		Bank 1 Deposit Acc			Trade stalls - fireworks	Various	S	62.50	12.50	75.00
234	30/10/2019		Bank 1 Current Acc	online		Banner sponsorship	Anglian Mortgages	S	30.00	6.00	36.00
235	30/10/2019		Bank 1 Current Acc	online		Banner sponsorship	Morton Reeves	S	137.14	27.43	164.57
236	30/10/2019		Bank 1 Current Acc	online		Banner sponsorship	BDC Scaffolding	S	71.43	14.28	85.71
238	30/10/2019		Bank 1 Deposit Acc			Trade stalls - fireworks	Various	S	20.83	4.17	25.00
241	30/10/2019		Bank 1 Deposit Acc			Banner sponsorship	Co op Funeral Plan	S	91.43	18.28	109.71
245	06/11/2019		Bank 1 Deposit Acc			Fireworks - entrance income	Various	S	12,249.31	2,449.88	14,699.17
246	06/11/2019		Bank 1 Deposit Acc			Trade stalls - fireworks	Various	S	20.83	4.17	25.00
247	06/11/2019		Bank 1 Deposit Acc			Trade stalls - fireworks	Various	S	20.00	4.00	24.00
248	06/11/2019		Bank 1 Deposit Acc			Banner sponsorship	Harveys Funeral Home	S	30.00	6.00	36.00
249	06/11/2019		Bank 1 Deposit Acc			Banner sponsorship	Norfolk Property Management	S	101.43	20.28	121.71
251	06/11/2019		Bank 1 Deposit Acc			Float	Cash	E	2,000.00	0.00	2,000.00
254	12/11/2019		Bank 1 Current Acc			Business sponsorship	C & M Handyman	S	30.00	6.00	36.00
256	13/11/2019		Bank 1 Deposit Acc			Donation	Fairground	X	700.00	0.00	700.00
257	13/11/2019		Bank 1 Deposit Acc			Donation	Kevin's Hog roast	X	110.00	0.00	110.00
258	13/11/2019		Bank 1 Deposit Acc			Donation	Waffles	X	45.00	0.00	45.00
259	13/11/2019		Bank 1 Deposit Acc			Donation	Donoughts	X	30.00	0.00	30.00
260	13/11/2019		Bank 1 Deposit Acc			Donation	Christophers Crepes	X	40.00	0.00	40.00
261	13/11/2019		Bank 1 Deposit Acc			Donation	Jillys jackets	X	50.00	0.00	50.00
274	26/11/2019		Bank 1 Current Acc	online		Banner sponsorship	Breakwater	S	101.43	20.28	121.71
288	30/11/2019		Bank 1 Deposit Acc			Business sponsorship	Lovewell Blake	S	30.00	6.00	36.00
329	31/12/2019		Bank 1 Deposit Acc			Donation	Fat Cat	E	274.50	0.00	274.50
357	27/01/2020		Bank 1 Current Acc			Business sponsorship	Canary Thermal Roof	S	101.43	20.28	121.71
358	28/01/2020		Bank 1 Current Acc			Banner sponsorship	Reynolds Heating	S	101.43	20.28	121.71
									Subtotal for Code: Fireworks	£2,668.98	£19,283.50
Code Number	Vchr.	Date	Bank	Minute	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
108		16/07/2019	Bank 1 Deposit Acc			Stall income - xmas	Various	S	87.50	17.50	105.00
124		30/07/2019	Bank 1 Deposit Acc			Trade stalls - Xmas	Various	S	20.83	4.17	25.00
125		30/07/2019	Bank 1 Deposit Acc			Stall income - xmas	Various	S	50.00	10.00	60.00
131		07/08/2019	Bank 1 Deposit Acc			Stall income - xmas	Various	S	12.50	2.50	15.00
142		20/08/2019	Bank 1 Deposit Acc			Stall income - xmas	Various	S	12.50	2.50	15.00
145		30/08/2019	Bank 1 Deposit Acc			Cheque returned from bank	Various	S	-12.50	-2.50	-15.00
166		16/09/2019	Bank 1 Deposit Acc			Stall income - xmas	Various	S	25.00	5.00	30.00
167		16/09/2019	Bank 1 Deposit Acc			Trade stalls - Xmas	Various	S	20.83	4.17	25.00
180		18/09/2019	Bank 1 Deposit Acc			Stall income	Various	S	12.50	2.50	15.00
190		01/10/2019	Bank 1 Deposit Acc			Stall income	Various	S	50.00	10.00	60.00
192		01/10/2019	Bank 1 Deposit Acc			Trade stalls - Xmas	Various	S	41.67	8.33	50.00
205		08/10/2019	Bank 1 Deposit Acc			Stall income	Various	S	12.50	2.50	15.00

Thorpe St Andrew Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2019 and 11-03-2020)

220	16/10/2019	Bank 1 Deposit Acc	Stall income	Various	S	62.50	12.50	75.00
221	16/10/2019	Bank 1 Deposit Acc	Trade stalls - Xmas	Various	S	20.83	4.17	25.00
277	27/11/2019	Bank 1 Deposit Acc	Trade stalls - Xmas	Various	S	20.83	4.17	25.00
278	27/11/2019	Bank 1 Deposit Acc	Stall income - xmas	Various	S	12.50	2.50	15.00
279	27/11/2019	Bank 1 Deposit Acc	Trade stalls - Xmas	Various	S	20.83	4.17	25.00
283	03/12/2019	Bank 1 Deposit Acc	Donation	Christophers Crepes	E	50.00	0.00	50.00
284	03/12/2019	Bank 1 Deposit Acc	Donation	donuts	E	25.00	0.00	25.00
289	30/11/2019	Bank 1 Current Acc	Business sponsorship	Morton Reeves	S	30.00	6.00	36.00
296	10/12/2019	Bank 1 Current Acc	Banner sponsorship	Go and Get Trained	S	20.00	4.00	24.00
299	10/12/2019	Bank 1 Current Acc	Banner sponsorship	C & M Handyman	S	30.00	6.00	36.00
300	10/12/2019	Bank 1 Current Acc	Banner sponsorship	Breakwater	S	30.00	6.00	36.00
307	10/12/2019	Bank 1 Deposit Acc	Donation	Hogg man	E	100.00	0.00	100.00
308	10/12/2019	Bank 1 Deposit Acc	Donation	Fairground	E	200.00	0.00	200.00
309	10/12/2019	Bank 1 Deposit Acc	Business sponsorship	Harveys Funeral Home	S	30.00	6.00	36.00
330	31/12/2019	Bank 1 Deposit Acc	Donation	Fat Cat	E	274.50	0.00	274.50
356	27/01/2020	Bank 1 Current Acc	Business sponsorship	Canary Thermal Roof	S	30.00	6.00	36.00
					Subtotal for Code: Xmas Event	£1,290.32	£128.18	£1,418.50
					Subtotal for Cost Centre: Events	18,826.22	2,953.51	21,779.73
					TOTALS	£18,826.22	£2,953.51	£21,779.73

Thorpe St Andrew Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2019 and 11-03-2020)

Cost Centre		Events		118 Events one off purchase												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
Vchr.																
808	22/10/2019		Bank 1 Current Acc	8319	traffic separators	Actavo	S	149.70	29.94	179.64						
823	22/10/2019		Bank 1 Current Acc	8329	Electrical goods	M D Thompson	S	74.94	14.99	89.93						
866	06/11/2019		Bank 1 Current Acc	8347	Safety fencing cables ties	Builders Equipment	S	120.00	24.00	144.00						
867	06/11/2019		Bank 1 Current Acc	8347	Diversion signs	Builders Equipment	S	297.20	59.45	356.65						
873	06/11/2019		Bank 1 Current Acc	8353	Goods	Builders Equipment	S	123.91	24.78	148.69						
953	19/11/2019		Bank 1 Current Acc	8362	Christmas cards	Colour Print	S	294.76	58.95	353.71						
986	27/11/2019		Bank 1 Current Acc	8375	Calendars	Colour Print	S	297.16	59.43	356.59						
1050	11/12/2019		Bank 1 Current Acc	8381	Fencing	Actavo	S	84.92	16.98	101.90						
1051	11/12/2019		Bank 1 Current Acc	8381	Crowd barrier	Actavo	S	190.00	38.00	228.00						
1077	17/12/2019		Bank 1 Current Acc	online	safety steps	Central Source	S	239.00	47.80	286.80						
1080	17/12/2019		Bank 1 Current Acc	online	cable microphone equip	Premier Farnell	S	453.84	90.77	544.61						
1088	18/12/2019		Bank 1 Current Acc	8395	cable cover	Trade UK	S	133.32	26.66	159.98						
1109	31/12/2019		Bank 1 Current Acc	online	Donation	Thorpe Dementia Cafe	E	103.25	0.00	103.25						
1183	21/01/2020		Bank 1 Current Acc	online	Donation	Thorpe Dementia Cafe	E	21.00	0.00	21.00						
								Subtotal for Code:	£2,593.00	£491.75	£3,074.75					
											Events one off purchase					
Cost Centre		Events		243 St Georges Day												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
Vchr.																
7	08/04/2019		Bank 1 Current Acc	8159	Entertainer	Mr D Leggett	E	190.00	0.00	190.00						
129	07/05/2019		Bank 1 Current Acc	online	Entertainer	Kemps Men	E	180.00	0.00	180.00						
145	14/05/2019		Bank 1 Current Acc	8195	Donkey rides	Scraby Garden Centre	S	160.00	32.00	192.00						
212	21/05/2019		Bank 1 Current Acc	buscard	Banner changes	Premier Print	E	48.00	0.00	48.00						
213	21/05/2019		Bank 1 Current Acc	buscard	Flags	Ebay shop	E	12.99	0.00	12.99						
222	28/05/2019		Bank 1 Current Acc	online	Entertainer	Mediaeval Association	E	800.00	0.00	800.00						
236	28/05/2019		Bank 1 Current Acc	8210	First aid cover	St Johns Ambulance	S	96.00	19.20	115.20						
728	05/10/2019		Bank 1 Current Acc	8311	Royalty charges	PPL PRS	S	359.60	71.92	431.52						
								Subtotal for Code:	£1,846.59	£123.12	£1,969.71					
											St Georges Day					
Cost Centre		Events		244 Fireworks												
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total						
Vchr.																
709	05/10/2019		Bank 1 Current Acc	8300	Event notice	Mr J Emsell	E	21.00	0.00	21.00						
832	22/10/2019		Bank 1 Current Acc	8334	Float	Mrs J Fenn - petty cash	E	2,000.00	0.00	2,000.00						
847	31/10/2019		Bank 1 Current Acc	online	Radio Advertising	Anglian Radio	E	572.71	0.00	572.71						
880	13/11/2019		Bank 1 Current Acc	8355	Entertainer	Dan Dawson	E	340.00	0.00	340.00						
928	13/11/2019		Bank 1 Current Acc	online	Goods	Mr T Foreman	S	6.54	1.31	7.85						
929	13/11/2019		Bank 1 Current Acc	online	Goods	Mr T Foreman	E	16.99	0.00	16.99						
956	19/11/2019		Bank 1 Current Acc	8365	Toilet hire	Key Loos	S	730.00	148.00	878.00						
957	19/11/2019		Bank 1 Current Acc	8366	Lighting tower	Mervyn Lambert	S	406.00	81.20	487.20						

Thorpe St Andrew Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2019 and 11-03-2020)

Code Number	Date	Bank	Minute	245 Remembrance parade	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
959	19/11/2019	Bank 1 Current Acc	8388	Security for Fireworks		Security for Fireworks	Norse	S	406.00	81.20	487.20
963	19/11/2019	Bank 1 Current Acc	8371	Batteries		Batteries	Trade UK	S	23.76	4.74	28.50
1053	11/12/2019	Bank 1 Current Acc	8383	Fireworks		Fireworks	Ben Burgess	S	390.77	78.16	468.93
1060	11/12/2019	Bank 1 Current Acc	8390	First aid cover		First aid cover	St Johns Ambulance	S	632.00	126.40	758.40
1076	17/12/2019	Bank 1 Current Acc	online	Banner changes		Banner changes	Premier Print	S	40.00	8.00	48.00
1082	17/12/2019	Bank 1 Current Acc	online	Food fireworks		Food fireworks	Sainsburys	E	44.00	0.00	44.00
1282	12/02/2020	Bank 1 Current Acc	8432	Fireworks		Fireworks	Titanium Fireworks	S	3,500.00	700.00	4,200.00
1397	11/03/2020	Bank 1 Current Acc	8383	Fireworks		Fireworks	Ben Burgess	S	-390.77	-78.16	-468.93
Subtotal for Code: Fireworks									£8,739.00	£1,148.85	£9,887.85

Code Number	Date	Bank	Minute	245 Remembrance parade	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
951	18/11/2019	Bank 1 Current Acc	online	Remembrance Parade		Remembrance Parade	Amazon	X	73.28	0.00	73.28
960	19/11/2019	Bank 1 Current Acc	8368	Security for Rem Parade		Security for Rem Parade	Norse	S	414.00	82.80	496.80
Subtotal for Code: Remembrance parade									£487.28	£82.80	£570.08

Code Number	Date	Bank	Minute	246 Xmas Event	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
710	05/10/2019	Bank 1 Current Acc	8300	Event notice		Event notice	Mr J Emsell	E	21.00	0.00	21.00
727	05/10/2019	Bank 1 Current Acc	8311	Royalty charges		Royalty charges	PPL PRS	S	138.90	27.38	164.28
954	19/11/2019	Bank 1 Current Acc	8363	Banner changes		Banner changes	G Sign	S	122.00	24.40	146.40
973	26/11/2019	Bank 1 Current Acc	online	Radio Advertising		Radio Advertising	Anglian Radio	X	112.87	0.00	112.87
983	27/11/2019	Bank 1 Current Acc	online	Banner changes		Banner changes	Premier Print	E	78.00	0.00	78.00
984	27/11/2019	Bank 1 Current Acc	online	Goods		Goods	Premier Print	S	12.12	2.42	14.54
990	27/11/2019	Bank 1 Current Acc	8379	Hire equipment		Hire equipment	BDC Scaffolding	S	250.00	50.00	300.00
997	11/12/2019	Bank 1 Current Acc	online	Christmas lights		Christmas lights	Wensum Valley Handbell Ringers	E	50.00	0.00	50.00
1005	11/12/2019	Bank 1 Current Acc	online	Christmas lights		Christmas lights	Cozens UK Ltd	S	1,940.00	388.00	2,328.00
1056	11/12/2019	Bank 1 Current Acc	8386	Lighting tower		Lighting tower	Mervyn Lambert	S	700.00	140.00	840.00
1058	11/12/2019	Bank 1 Current Acc	8388	Security for event		Security for event	Norse	S	946.95	189.39	1,136.34
1059	11/12/2019	Bank 1 Current Acc	8389	Reindeer		Reindeer	Norse	S	187.50	37.50	225.00
1078	17/12/2019	Bank 1 Current Acc	online	tinseel		tinseel	Scratby Garden Centre	S	20.92	1.69	22.61
1081	17/12/2019	Bank 1 Current Acc	online	Food drink xmas		Food drink xmas	Amazon	S	33.00	0.00	33.00
1085	18/12/2019	Bank 1 Current Acc	online	Entertainer		Entertainer	Sainsburys	E	200.00	0.00	200.00
1090	18/12/2019	Bank 1 Current Acc	8395	Batteries		Batteries	Cawston Band	E	37.49	7.51	45.00
1178	15/01/2020	Bank 1 Current Acc	8409	First aid cover		First aid cover	Trade UK	S	196.80	38.36	236.16
1184	21/01/2020	Bank 1 Current Acc	online	Xmas decs		Xmas decs	St Johns Ambulance	S	6.66	1.33	7.99
1216	28/01/2020	Bank 1 Current Acc	8419	Sweets xmas event		Sweets xmas event	Macro	S	27.93	5.59	33.52
1398	11/03/2020	Bank 1 Current Acc	8383	Fireworks		Fireworks	Ben Burgess	S	390.77	78.16	468.93
Subtotal for Code: Xmas Event									£5,470.91	£992.73	£6,463.64
Subtotal for Cost Centre: Events									19,126.78	2,839.25	21,966.03
TOTALS									£19,126.78	£2,839.25	£21,966.03

Office

From: [REDACTED]
Sent: 26 February 2020 12:12
To: Office
Subject: Brain Tumor charity meet

Follow Up Flag: Follow up
Flag Status: Flagged

To whom this may concern,

STOLEITUK Car Club are writing to you regarding a little boy called [REDACTED], who is very close to our hearts.

[REDACTED] is currently 6 years old and has been diagnosed with a rare type of brain tumour, it is a Diffuse Intrinsic Pontine Glioma (DIPG). Unfortunately this is a very high grade and very aggressive tumour, we are sad to say [REDACTED] has only been given a rough estimate of 6-10 months to live. He is currently just started his course of radiotherapy and will continue to do so until it is no longer working.

He was diagnosed within 48 hours of being in hospital and its a complete shock to each and everyone of us, especially his family.

[REDACTED] has 2 siblings, [REDACTED] and [REDACTED] and we would love to send them all off to Disneyland Paris and Harry Potters studio before he deteriorates.

So we are writing to you because we would kindly like to ask if we could use your grounds to hold this Modified Car Meet, it will be Strictly Static, so all cars will be parked up and engines will be off, We have got a lot of big car groups interested in helping us out by attending this meet from East Anglia and London. [REDACTED] has always been into his cars so this would really mean a lot to [REDACTED] and his family. We are also hoping to hold a raffle fundraiser to raise as much money as we can for [REDACTED] to complete his Dream.

All car Groups and ourselves STOLEITUK would like you to consider letting us use your land and hopefully toilet facilities, we have asked you because we feel that the size of your land will be the best place for us to hold this event.

Thank you for taking the time to read this,

Yours sincerely

Modirater of STOLEITUK