

THORPE ST ANDREW TOWN COUNCIL
VIRTUAL TOWN COUNCIL MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR
Tel/Fax: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

PUBLIC MESSAGE: This is an online meeting, using Zoom. If you wish to “attend” please email the clerk for a copy of the link to the meeting before noon on Monday 4TH May 2020

29.04.20

Notice of Virtual Town Council Meeting

Councillors, you are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held on the 'Zoom' conference platform on 4th May 2020 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

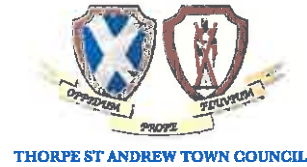
- 1 Attendance book and apologies for absence.**
- 2 To confirm the amended Standing Orders**
- 3 Declaratons of interest in items on the agenda.**
- 4 To confirm the minutes of the Town Council meeting held on 2nd March 2020**
- 5 Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 6 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting related to matters on the agenda.**
This is limited to 3 minutes each – questions should be emailed to the Clerk before noon on Monday 4th May 2020.
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
Report from Councillor John Ward
 - (iii) Members of the public
- 7 Finance**
 - (i) Cheque list voucher 1 – 87 totalling £45,767.60
 - (ii) Summary of Receipts and Payments 1/4/19 to 31/3/20
 - (iii) Variance Report
 - (iv) Earmarked Reserves
 - (v) Year-end Financial Statement income and expenditure and balance sheet
 - (vi) Finance Regulations 2020
- 8 Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 9.3.2020
 - (ii) Finance and Staff Committee held 16.3.2020
- 9 Confirm Committee Terms of Reference for 2020/21 - attached**
- 10 Covid-19 Response Update – verbal report**

Future Agenda Items. (Not for discussion)

Town Clerk - Dr Thomas Foreman
Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL
Tel/Fax: (01603) 701048 E-mail: office@thorpestandrew-tc.gov.uk
Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

Thorpe St Andrew Town Council



Town Council : 4th May 2020

Confirm the amended Standing Orders

Agenda Item: 2

Reason for this Report

This report has been requests approval for the updated Standing Orders.

Background

The current standing orders were approved in March 2020. Since then, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 has been passed, making changes to the way meetings can take place. Specifically, the legislation allows virtual meetings to take place.

The changes to the standing orders are contained in Appendix A.

Advice

The Town Council must maintain relevant and current Standing Orders to ensure it applies both statutory and current regulations to its operation. The Town Council is therefore asked to agree the attached Standing Orders.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

Appendix A

3. Meetings generally

Mandatory for Remote Meetings



a Meetings shall take place at a time and date as the Council shall determine in accordance with standing orders 3e and f (LAPCP Regulations 2020 Part 2 Reg 4(a)).

b Council may alter the frequency, move or cancel such meetings (LAPCP Regulations 2020 Part 2 Reg 4(a)).

c A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same places and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers. (LAPCP Regulations 2020 Part 2 Reg 5(1)).

d Members (including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:

(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,

(b) to hear and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and

(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting. (LAPCP Regulations 2020 Part 2 Regs 5 (2) (3) and (4))

g 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. Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming. (LAPCP Regulations 2020 Part 2 Reg 6 (b) (c))

h A meeting being “open to the public” includes access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person; (LAPCP Regulations 2020 Part 2 Reg 13(a))

i Being “present” at a meeting includes access through remote means mentioned in para (a) above. (LAPCP Regulations 2020 Part 2 Reg 13(b))

x Unless standing orders provide otherwise, voting on a question shall be by a show of hands, or Members to verbally announce their vote each in turn, or pressing a button to record their vote (LAPCP Regulations 2020 Part 2 Reg 6(a)). 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

- y The minutes of a meeting shall include an accurate record of the following:
- i. the time and media used to conduct 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.

z (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. Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.

5. Ordinary Meetings

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. This is now optional and if councils are able to hold this meeting then it should go ahead (LAPCP Regulations 2020 Part 6(c)).

c If no other time is fixed, the annual meeting of the council shall take place at 6pm but this no longer applied until May 2021 (LAPCP Regulations 2020 Part 6(c)).

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 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. This no longer applies until May 2021 (LAPCP Regulations 2020 Part 6(c)).

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

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 electronically by the 2 councillors.

15. Proper Officer

b The Proper Officer shall:

- i. at least 3 clear days before a meeting of the council, a committee and a sub-committee

a) 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. This shall also contain instructions how to link to the remote meeting.

See standing order 3(e) for the meaning of clear days for a meeting of a full council and standing order 3 (e) for a meeting of a committee.

b) Provide, in a conspicuous place or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 [Councils website] public notice of the time, place and agenda (LAPCP Regulations 2020 Part 3 Reg 13(a)).

v. facilitate inspection of the minute book by local government electors or if physical access is not permitted under the regulations access to electronic copies of the minutes;

Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 2 March 2020 at 7:30pm

112 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mrs J Fisher	Mr J Emsell
Mr T Garner	Mr M Lake	Miss S Lawn	Mr J Boast
Mr J Ward	Mr I Mackie	Mr S Snelling	Mr T Fordham
Mr N Shaw			

Apologies: Mrs T Mancini-Boyle Mr L Reeves

In attendance:

Dr T Foreman

No members of the public were in attendance.

113 DECLARATIONS OF INTEREST

Member/Officer	Item
Dr T Foreman	124 – As a member of staff involved in the ongoing management of matters being considered.

114 MINUTES

The minutes of the meeting held on 3 February 2020 were agreed and signed as a true record.

115 ANNOUNCEMENTS

- (i) The Town Mayor updated the Council on his activities over the past month. This included matters related to the Church Wall, the Environment Agency, and meetings with landowners from Thorpe Island in the vicinity of River Green.
- (ii) The Town Clerk provided an overview of the previous month and provided an overview of the new website. It was explained that there was a number of issues to resolve regarding the information available on both the website and mobile app, but the 'soft release' should assist with identifying these issues quickly. The Clerk also gave an overview of the work of the Deputy Clerk for Committee and Events related to the community support being provided to the community.

116 PUBLIC SESSION (limited to 3 minutes per speaker)

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

- (i) Norfolk Constabulary – The crime statistics for Norfolk Police were circulated to members.
- (ii) Members noted the report from Cllr Ward.
The District and County Councillors provided an overview of their work over the

previous month. Mr J Fisher explained that Bertha Bikes had been introduced to the town as part of a Norfolk County Council initiative. Mr I Mackie provided a detailed explanation of the financial environment at Norfolk County Council.

(iii) None

117 FINANCE

- (i) Payments List – approved and signed.
- (ii) Bank Reconciliation Statement was not circulated due to the date of the meeting and will be presented at the next available meeting.

118 DRAFT MINUTES FROM COMMITTEES

- (i) Plans and Environment Committee – noted
- (ii) Events Committee – noted

119 CORRESPONDENCE REGARDING CAR PARKING

The Town Council reviewed the correspondence between Miss S Lawn, a resident on Cavalier Close, and Kings Lynn and West Norfolk Borough Council. It was accepted that the resident was being put to some difficulty by the parking restrictions at their property, and understood that the cost of changing the restrictions may not be a priority for the County Council. The wider issue of car parking restrictions surrounding Dussindale School was discussed at length, with a significant number of issues raised relating to the lack of progress in tackling the issue since reassurances were given by the County Council in 2016.

It was proposed by Mr J Fisher, seconded by Miss S Lawn and

RESOLVED

That the Town Council write to the Highway Authority to request a meeting as soon as possible to identify and resolve the issues in this area.

120 UPDATE ON SEWAGE IN THE RIVER YARE

Dr T Foreman explained that although it was anticipated that a verbal report would be given, a written report had been received from the Environment Agency. It was noted that this issue had been reported in August 2020 and that the Environment Agency were still awaiting a plan and timescale from the responsible landowner. There was significant concern regarding sewage being pumped into the river in the vicinity of River Green, with particular concern for the numerous residents and visitors who sail, row, canoe, and kayak in the area. Also, for the Sea Scouts who have begun using this area of water.

It was felt that the inaction of the Environment Agency was a cause of great concern. Also, there was frustration that the navigation authority had not been more responsible in dealing with the breaches in their own policies in this area.

it was proposed by Miss S Lawn and seconded by Mr J Fisher and

RESOLVED

That a letter be sent to the Minister responsible outlining the significant concerns of the Town Council regarding the inaction in this area.

121 UPDATE ON RIVER GREEN MOORINGS

The Town Clerk provided an overview of a meeting which had taken place the previous week between the Town Council and its legal advisor, and the owners of land on Thorpe Island in the vicinity of River Green. It was explained that the meeting had sought to document any evidence of rights of any sort at River Green, and that a report by the solicitor will be produced to give the Council the assurances sought prior to the mooring management scheme being implemented. The Council **NOTED** the verbal report.

122 SEATING CONTAINER AT SIR GEORGE MORSE PARK

A number of quotations for the painting, flooring, and internal refurbishment of the container at the Sir George Morse Park were considered by the Council. There was much discussion about the costs, which the Council felt were beyond its current budget for the project. Miss S Lawn requested that some of the work be undertaken by the Council team to bring the container into a useable state.

It was proposed by Miss S Lawn, seconded by Mr J Ward and

RESOLVED

For the Town Council to undertake a project to repaint and refurbish the interior of the container at a cost not to exceed £1000.

123 PROPOSAL TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC FROM THE MEETING UNDER SECTION 1 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE DISCLOSURE OF PERSONAL DETAILS

It was proposed by Mr J Fisher and seconded by Miss S Lawn and

RESOLVED

To exclude press and public from the meeting.

124 UPDATE ON STAFFING

Dr T Foreman provided an overview of the current staffing levels at the Council. It was noted that both the office and the Parks and Estates teams were experiencing reduced capacity due to staff sickness, resignation, and dismissal. Dr T Foreman explained that he required the Council approval to resolve some employment matters currently being advised upon.

It was proposed by Mr J Fisher, seconded by Mr J Emsell and with one abstention it was

RESOLVED

To delegate power to the Clerk, Town Mayor and Chair of Finance and Staff to resolve the staffing issue.

Future Agenda Items

The meeting closed at 9.23pm

Signed:

Dated:

22nd March 2020

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

Cabinet has recommended to Council to establish a Community Lottery for the purpose of raising funds to support good causes that benefit our residents.

BDC will be introducing charging for pre-application planning advice. This will be reviewed in 12 months

Cabinet has also recommended increasing the annual budget for the Bure Valley Railway and Path to £29k p.a. Maintenance costs for the BVR site will be covered by their annual rental of £30k p.a. A separate allowance of £9k p.a. will be made for Marriotts Way.

Norfolk County Council

NCC's Chief Legal Officer has advised that all NCC Council, Cabinet and Committee meetings are cancelled until the AGM in May 2020 and we are informed that the Government will shortly legislate on the holding of AGMs and other meetings virtually. Cabinet agenda matters will be dealt with by individual decision notices and emergency decisions will be taken by the Head of Paid Service,

All 47 of NCC's libraries closed on 21st March but On-line services are maintained. The Records Office is also closed.

All schools closed as from 23rd March but the most vulnerable children and those of Key Workers can still attend.

All 10 of NCC's Museums closed on March 19th.

The Norwich Western Link Local Access Consultation is postponed

12th April 2020

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

Vulnerable persons needing assistance now or in the coming weeks should ring the dedicated phone line on 0344 8008020.

For financial support and access to the Hardship Fund contact www.broadland.gov.uk/coronavirus or call 01508 533933

BDC received £26,242 from the Government to help local struggling businesses. All the money has been allocated over 2061 businesses. Businesses in need of help should visit the New Anglia Growth Hub website Growthhub@newanglia.co.uk or call 0300 3336536.

A care home in Cawston is to be used as rehabilitation accommodation for those leaving hospital but not able to live at home by themselves yet.

The Old Officers' Mess at Coltishall is to be used as temporary accommodation to meet housing need including homeless and those leaving prison.

Norfolk County Council

Work on water, gas and electricity supply will start on Salhouse Road on 27th April, completion 2nd October. This will result in road closure, except for access, from the junction with Blue Boar Lane to the Broadland Northway.

Glenburn Ave will be closed, except for access from 18th April to 1st May for BT Duct work.

Norfolk Highways Team are continuing with urgent repairs and essential road, streetlight and traffic light maintenance..

NCC have given £1.3m from its Living Well Homes Scheme to Saffron Housing Trust so that 58 housing units for older people can be built in Acle.

See Something, Hear Something, Say Something. NCC is calling on those with concerns about the safety of a child to call 0344 8008020

①

27 April 2020 (2020-2021)

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	09/04/2020				Foreman salary					
2	09/04/2020				Fenn salary					
3	09/04/2020				Bass - salary					
4	09/04/2020				Sayer salary					
5	09/04/2020				Calver salary					
6	09/04/2020				Parr - salary					
7	09/04/2020				Jones salary					
8	09/04/2020				Seaman salary					
9	09/04/2020				Fenn salary					
10	09/04/2020				Fenn - pension employer					
11	09/04/2020				Sayer salary					
12	09/04/2020				Sayer - pension employer					
13	09/04/2020				Bass - salary					
14	09/04/2020				Bass - pension employer					
15	09/04/2020				Foreman salary					
16	09/04/2020				Foreman - pension employer					
17	09/04/2020				Calver salary					
18	09/04/2020				Calver pension employer					
19	09/04/2020				Parr - salary					
20	09/04/2020				Parr employers pension					
21	09/04/2020				Jones salary					
22	09/04/2020				Jones pension employer					
23	09/04/2020				Sayer salary					
24	09/04/2020				Sayer - NIC employer					
25	09/04/2020				Foreman salary					
26	09/04/2020				Foreman employers nic					
27	09/04/2020				Bass - salary					
28	09/04/2020				Bass - NIC employer					
29	09/04/2020				Calver salary					
30	09/04/2020				Calver -employers nic					
31	09/04/2020				Student loan					
32	09/04/2020				Parr - salary					
33	09/04/2020				Parr - employers NIC					
34	09/04/2020				Jones salary					
35	09/04/2020				Jones nic employer					
36	09/04/2020				Seaman salary					

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minutes	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	09/04/2020		Bank 1 Current Accou	online	Goods	Ben Burgess	S	47.02	9.40	56.42
38	09/04/2020		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
39	09/04/2020		Bank 1 Current Accou	online	Dussindale allotment rent	Norfolk County Council	E	399.93	0.00	399.93
40	09/04/2020		Bank 1 Current Accou	online	Website updates	Norfolk Geeks	E	242.50	0.00	242.50
41	09/04/2020		Bank 1 Current Accou	online	Signs	G Sign	S	100.00	20.00	120.00
42	09/04/2020		Bank 1 Current Accou	online	Stationery	Ian Smith	S	18.99	3.80	22.79
43	09/04/2020		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	735.00	0.00	735.00
44	09/04/2020		Bank 1 Current Accou	online	Cleaning - Town Hall	Town and Country Cleaning	E	440.00	0.00	440.00
45	09/04/2020		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	535.00	0.00	535.00
46	09/04/2020		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	310.00	0.00	310.00
47	09/04/2020		Bank 1 Current Accou	online	Water charges - Hillside Allot	Anglian Water	E	188.71	0.00	188.71
48	09/04/2020		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	S	389.93	77.98	467.91
49	09/04/2020		Bank 1 Current Accou	online	Grounds maint	CGM Group	S	212.83	42.57	255.40
50	09/04/2020		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	14.39	2.88	17.27
51	14/04/2020		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	73.17	14.63	87.80
52	14/04/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	651.67	130.33	782.00
53	15/04/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	465.50	93.10	558.60
54	15/04/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	122.45	24.49	146.94
55	15/04/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	74.58	14.92	89.50
56	15/04/2020		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
57	15/04/2020		Bank 1 Current Accou	online	Postage	Post Office	E	594.00	0.00	594.00
58	15/04/2020		Bank 1 Current Accou	online	Subscription	Iris software group	S	50.00	10.00	60.00
59	15/04/2020		Bank 1 Current Accou	online	Goods	Iris software group	E	7.99	0.00	7.99
60	15/04/2020		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	779.64	155.93	935.57
61	20/04/2020		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	75.50	3.78	79.28
62	20/04/2020		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	45.35	2.27	47.62
63	20/04/2020		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	S	277.63	55.53	333.16
64	20/04/2020		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	450.00	0.00	450.00
65	27/04/2020		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	61.40	12.28	73.68
66	27/04/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
67	27/04/2020		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	7.33	0.37	7.70
68	27/04/2020		Bank 1 Current Accou	online	Computer equipment	Zoom (TF)	E	119.90	0.00	119.90
69	27/04/2020		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	2,099.83	419.96	2,519.79
70	27/04/2020		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	L	88.18	4.41	92.59
71	27/04/2020		Bank 1 Current Accou	online	Plumbing equipment	Trade UK	S	39.89	7.96	47.85
72	27/04/2020		Bank 1 Current Accou	online	Alarm/fire alarm maint	Vincent Security	S	265.00	53.00	318.00
73	27/04/2020		Bank 1 Current Accou	online	Alarm/fire alarm maint	Vincent Security	S	185.00	37.00	222.00
74	27/04/2020		Bank 1 Current Accou	online	Alarm/fire alarm maint	Vincent Security	S	295.00	59.00	354.00
75	27/04/2020		Bank 1 Current Accou	online	Alarm/fire alarm maint	Vincent Security	S	295.00	59.00	354.00

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
76 Rates	27/04/2020		Bank 1 Current Accou	online	Rates	Broadland District Council	X	4,790.40	0.00	4,790.40
77 Rates	27/04/2020		Bank 1 Current Accou	online	Rates	Broadland District Council	X	2,470.05	0.00	2,470.05
78 Rates River Green toilets	27/04/2020		Bank 1 Current Accou	online	Rates	Broadland District Council	X	1,472.05	0.00	1,472.05
79 Rates	27/04/2020		Bank 1 Current Accou	online	Rates	Broadland District Council	X	3,393.20	0.00	3,393.20
80 Telephone	27/04/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
81 Soccer marking	27/04/2020		Bank 1 Current Accou	online	Soccer marking	Norse	S	378.83	75.77	454.60
82 St Will Loke - shrub bed	27/04/2020		Bank 1 Current Accou	online	St Williams Loke - pruning	Norse	S	7.30	1.46	8.76
83 Field maintenance contract	27/04/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	Norse	S	551.30	110.26	661.56
84 Sports turf maintenance	27/04/2020		Bank 1 Current Accou	online	Sports Turf - Rec Grnd	Norse	S	525.00	105.00	630.00
85 Sports Turf maintenance	27/04/2020		Bank 1 Current Accou	online	Sports Turf - Duss Park	Norse	S	126.67	25.33	152.00
86 Field maintenance contract	27/04/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Norse	S	293.65	58.73	352.38
87 Staithe/picnic area maint	27/04/2020		Bank 1 Current Accou	online	Staithe/Picnic maintenance	Norse	S	34.50	6.90	41.40
Total								43,883.73	1,883.87	45,767.60

PAYMENT LIST

Salaries and termination payment
 Norfolk Pension Fund
 HMRC

vouchers 1-8
 vouchers 9-22
 vouchers 23-37

April
 Employer/employee payments
 Tax and NIC

11126.55
 3435.19
 3591.57

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	21,162.03	4,388	4,887
Roxley Hall	17,000.00	17,073.40	73	13,750.00	15,196.11	-1,446	-1,373
River Green	50.00	967.23	917	6,250.00	11,653.01	-5,403	-4,486
Fitzmaurice Park - Town Hall	18,289.00	22,197.20	3,908	25,850.00	31,925.53	-6,076	-2,167
Sir George Morse Park and Pavilio	11,500.00	12,007.18	507	52,500.00	61,355.11	-8,855	-8,348
Capital Spending		7,778.27	7,778	24,265.00	68,033.45	-43,768	-35,990
Allotments	5,100.00	5,735.30	635	4,075.00	3,068.24	1,007	1,642
Tree Management				9,000.00	2,650.91	6,349	6,349
Cemetary				2,620.00	2,073.14	547	547
Street Furniture		50.00	50	1,500.00	1,305.83	194	244
Street Lighting				25,760.00	37,057.31	-11,297	-11,297
Verge Cutting	16,500.00	15,845.03	-655	12,500.00	8,458.57	4,041	3,386
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	18,826.22	6,076	10,150.00	19,189.28	-9,039	-2,963
Loan Repayment				34,175.00	34,174.73	0	0
Broadland District Council Elections				4,000.00	4,187.36	-187	-187
Salaries				230,432.00	233,484.37	-3,052	-3,052
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	379.21	621	621
Leases				4,000.00	5,042.24	-1,042	-1,042
Community Infrastructure Levy		3,924.73	3,925				3,925
Section 106							
Building Maintenance				25,500.00	15,308.71	10,191	10,191
Dementia Cafe							
Parks Project							
Youth Council				1,000.00		1,000	1,000
Newsletter				2,000.00	1,696.75	303	303
NET TOTAL	524,727.00	547,882.82	23,156	524,727.00	590,871.96	-66,145	-42,989
Total for ALL Cost Centres		547,882.82			590,871.96		
V.A.T.		37,675.82			40,785.67		
GROSS TOTAL		585,558.64			631,657.63		

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

22 April 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	273.39	177	177
3 Chairmans expenses		104.00	104	1,200.00	1,019.72	180	284
4 Computer/Photocopier				750.00	807.00	-57	-57
5 Insurance				8,500.00	7,749.30	751	751
6 Mileage							
7 Miscellaneous				300.00	688.20	-388	-388
8 Office equipment				150.00	734.94	-585	-585
10 Office telephone				800.00	748.73	51	51
11 Postage				1,200.00	720.44	480	480
12 Stationery		6.99	7	1,500.00	717.10	783	790
13 Subscriptions				1,000.00	1,276.95	-277	-277
14 Training and H & S				1,000.00	397.00	603	603
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	1,084.91	-85	-85
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	21,162.03	4,388	4,887

Roxley Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Cleaning				6,000.00	6,018.00	-18	-18
22 Electricity				1,500.00	1,117.91	382	382
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	17,073.40	73		334.16	-334	-261
SUB TOTAL	17,000.00	17,073.40	73	13,750.00	15,196.11	-1,446	-1,373

River Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30 Staiths/picnic area maint				500.00	414.00	86	86
31 Electricity				350.00	483.27	-133	-133
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

22 April 2020 (2019/20)

247 Rates River Green toilets				2,042.01	-2,042	-2,042
248 Electricity Toilets River Green				1,251.46	-1,251	-1,251
249 Cleaning Toilets				5,095.39	-5,095	-5,095
SUB TOTAL	50.00	967.23	917	6,260.00	11,663.01	-5,403

Fitzmaurice Park - Town Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Cleaning				6,000.00	5,060.00	940	940
40 Cricket maintenance				3,000.00	1,370.23	1,630	1,630
41 Electricity				6,000.00	6,641.21	-641	-641
42 Field maintenance contract				4,300.00	4,177.80	122	122
43 Sports Turf maintenance				1,000.00	3,161.13	-2,161	-2,161
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	385.65	-136	-136
50 Water rates				1,300.00		1,300	1,300
51 Wheeled/litter/dog bins				2,000.00	1,570.50	430	430
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	25,950.00	31,925.53	-6,076	-2,167

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	8,464.28	-464	-464
60 Electricity				1,700.00	2,929.66	-1,230	-1,230
61 Equipment hire				400.00		400	400
62 Field maintenance contract				6,100.00	6,815.60	-516	-516
64 Fuel				2,500.00	1,744.74	755	755
65 Grounds machinery				4,000.00	1,622.10	2,378	2,378
66 Materials fixtures & fittings				1,050.00	229.87	820	820
70 Mileage				400.00		400	400
71 Miscellaneous				200.00	328.00	-128	-128
72 Morse - gas/expenditure				1,500.00	2,423.76	-924	-924
73 Park maintenance				550.00	638.44	-88	-88
74 Play equipment maintenance				1,000.00	1,979.07	-979	-979
75 St Will Loke - shrub bed				100.00	87.60	12	12
76 Sanitary disposal				300.00		300	300
77 Sports turf maintenance				8,000.00	10,764.64	-2,765	-2,765
78 Telephone				1,400.00	1,697.04	-297	-297
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	815.20	85	85
85 Wheeled/litter/dog bins				2,000.00	1,857.97	342	342

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

22 April 2020 (2019/20)

88 Football income	11,500.00	7,535.86	-3,964				-3,964
89 Other income		3,600.00	3,600				3,600
160 Soccer marking				4,000.00	4,545.96	-546	-546
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					6,380.68	-6,381	-6,381
SUB TOTAL	11,500.00	12,007.18	507	52,600.00	61,355.11	-8,855	-8,348

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	885.08	115	115
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	68,033.45	-43,768	-35,990

Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
94 Dussindale maintenance				1,500.00	1,053.30	447	447
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	390.00	910	910
98 Hillside water charges				500.00	533.55	-34	-34
100 Rent and deposit	4,650.00	4,788.80	139		355.00	-355	-216
168 Water charges	450.00	946.50	497				497
SUB TOTAL	5,100.00	5,735.30	635	4,075.00	3,068.24	1,007	1,642

Tree Management

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101 Tree expenditure				9,000.00	2,650.91	6,349	6,349
SUB TOTAL				9,000.00	2,650.91	6,349	6,349

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

22 April 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	1,040.00	460	460
105	Repairs and maintenance		50.00	50		40.83	-41	9
156	Bus shelters					225.00	-225	-225
SUB TOTAL			50.00	50	1,500.00	1,305.83	194	244

Street Lighting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106	Energy charge				20,000.00	22,776.14	-2,776	-2,776
107	Maintenance contract				5,760.00	5,195.00	565	565
108	Repairs					9,086.17	-9,086	-9,086
SUB TOTAL					25,760.00	37,057.31	-11,297	-11,297

Verge Cutting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Fuel & machinery maintenance				2,500.00	2,129.55	370	370
228	Verge cutting	16,500.00	15,845.03	-655		1,739.02	-1,739	-2,394
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	8,458.57	4,041	3,386

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

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

22 April 2020 (2019/20)

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

Events		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
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	573.63	-176	1,500.00	1,909.09	-409	-585
244	Fireworks	10,250.00	16,594.52	6,345	7,500.00	8,739.00	-1,239	5,106
245	Remembrance parade					487.28	-487	-487
246	Xmas Event	1,000.00	1,290.32	290	1,000.00	5,470.91	-4,471	-4,181
SUB TOTAL		12,750.00	18,826.22	6,076	10,150.00	19,189.28	-9,039	-2,963

Loan Repayment		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
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	3,982.64	-417	-417
229	River Green Lights				3,983.00	3,566.28	417	417
SUB TOTAL					34,175.00	34,174.73	0	0

Broadland District Council Electi		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
120	Election costs				4,000.00	4,187.36	-187	-187
SUB TOTAL					4,000.00	4,187.36	-187	-187

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

22 April 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	7,799.50	-657	-657
126	Fenn - pension employer				1,607.00	1,754.89	-148	-148
127	Fenn - NIC employer					39.36	-39	-39
131	Sayer salary				28,895.00	28,895.04	0	0
132	Sayer - pension employer				6,501.00	6,501.36	0	0
133	Sayer - NIC employer				2,815.00	2,796.84	18	18
152	Bass - salary				9,508.00	9,475.08	33	33
153	Bass - NIC employer				170.00	116.89	53	53
154	Bass - pension employer				2,139.00	2,131.89	7	7
183	Foreman salary				42,808.00	42,806.04	0	0
184	Foreman employers nic				5,200.00	4,716.60	483	483
185	Student loan					216.00	-216	-216
186	Foreman - pension employer				9,631.00	9,631.32	0	0
188	Sick/hol cover							
189	Calver salary				21,429.00	21,213.00	216	216
190	Calver pension employer				4,821.00	4,821.48	0	0
191	Calver -employers nic				1,740.00	1,766.52	-27	-27
192	Calver - student loan							
202	Mr G Watkins				16,326.00	14,790.00	1,536	1,536
203	Watkins - pension employer				3,673.00	3,327.72	345	345
204	Matthews - salary				2,040.00	1,013.31	1,027	1,027
205	Parr - salary				15,092.00	15,092.04	0	0
206	Parr - employers NIC				872.00	892.08	80	80
207	Parr employers pension				3,398.00	3,395.76	0	0
224	Jones salary				16,836.00	16,836.00		
225	Jones pension employer				3,788.00	3,788.16	0	0
227	Jones nic employer				1,000.00	1,132.68	-133	-133
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	233,484.37	-3,052	-3,052

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

22 April 2020 (2019/20)

SUB TOTAL		793.00	793		1,505.47	-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	379.21	621	621
SUB TOTAL				1,000.00	379.21	621	621

Leases

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172 Vehicle lease				4,000.00	5,042.24	-1,042	-1,042
SUB TOTAL				4,000.00	5,042.24	-1,042	-1,042

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	5,948.28	-948	-948
210 Morse Pavilion				10,500.00	6,424.25	4,076	4,076
211 Roxley Hall				5,000.00	2,605.85	2,394	2,394

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

22 April 2020 (2019/20)

236 Cafe					220.00	-220	-220
237 River Green Buildings				5,000.00	110.33	4,890	4,890
SUB TOTAL				25,600.00	15,308.71	10,191	10,191

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	1,696.75	303	303
SUB TOTAL				2,000.00	1,696.75	303	303

Summary

NET TOTAL	524,727.00	547,882.82	23,156	524,727.00	590,871.96	-66,145	-42,989
V.A.T.		37,675.82			40,785.67		
GROSS TOTAL		585,558.64			631,657.63		

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/19 - 31/3/20**

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 subsription £400
Loan Repayment	
Newslewttter	
Street lighting	£6850 replacement columns/lights
River Green	Toilets - rates/electricity/cleaning £7943
Roxley Hall	royalty charges £1450 and waste bins £332
Sir George Morse Park and Pavilion	seed £2861, play equip maint £1000, increased elec/gas £2100, additional work turf/sports £3200
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	62.50	62.50 refunded
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	19288.72	19210.28
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	18826.22	19189.28

Thorpe St Andrew Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2019 and 28-04-2020)

Cost Centre		Capital Spending									
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
91 Buildings & amenity areas											
861	13/11/2019		Bank 1 Current Acc	8356	Fencing	G & G Fencing	S	6,080.60	1,216.12	7,296.72	
1002	11/12/2019		Bank 1 Current Acc		floodlights	Cozens UK Ltd	S	2,085.00	417.00	2,502.00	
1003	11/12/2019		Bank 1 Current Acc		floodlights	Cozens UK Ltd	S	3,995.00	799.00	4,794.00	
1004	11/12/2019		Bank 1 Current Acc		carpark lights	Cozens UK Ltd	S	1,560.00	312.00	1,872.00	
Subtotal for Code: Buildings & amenity areas								£13,720.60	£2,744.12	£16,464.72	
93 Town Office											
1430	24/03/2020		Bank 1 Current Acc		laptops	PC World	S	885.08	177.02	1,062.10	
Subtotal for Code: Town Office								£885.08	£177.02	£1,062.10	
164 Projects											
59	08/04/2019		Bank 1 Current Acc	8184	Building regs	CNC Building Control	S	300.00	60.00	360.00	
80	23/04/2019		Bank 1 Current Acc	dd	Training dummy	Laeral Medical	S	397.00	79.40	476.40	
81	23/04/2019		Bank 1 Current Acc	dd	Planning application R Green	Planning Portal	S	133.67	3.33	137.00	
98	23/04/2019		Bank 1 Current Acc	online	Cafe appliances	Currys	S	223.33	44.67	268.00	
130	07/05/2019		Bank 1 Current Acc	online	Cafe project	C Pilgrim	E	24,936.00	0.00	24,936.00	
134	07/05/2019		Bank 1 Current Acc	8186	Building regs	CNC Building Control	S	344.17	68.83	413.00	
197	14/05/2019		Bank 1 Current Acc	8198	Fencing cafe project	G & G Fencing	S	1,915.80	383.16	2,298.96	
300	11/06/2019		Bank 1 Current Acc	8151	Cancelled cheque	Taverham Nursery Centre	S	-228.67	-45.80	-274.67	
301	11/06/2019		Bank 1 Current Acc	8220	Plants	Taverham Nursery Centre	S	228.67	45.80	274.67	
416	09/07/2019		Bank 1 Current Acc	8240	work to River Green toilets	DSG	S	1,350.00	270.00	1,620.00	
417	09/07/2019		Bank 1 Current Acc	8241	twinning sign	G Sign	S	244.00	48.80	292.80	
439	23/07/2019		Bank 1 Current Acc	8248	twinning sign	G Sign	S	366.00	73.20	439.20	
599	10/09/2019		Bank 1 Current Acc	online	Afternoon tea items	Nansa	E	38.99	0.00	38.99	
600	10/09/2019		Bank 1 Current Acc	online	Afternoon tea items	Dunelm	E	12.05	0.00	12.05	
602	10/09/2019		Bank 1 Current Acc	online	Afternoon tea items	Nannys Cakes Cafe	E	224.00	0.00	224.00	
686	18/09/2019		Bank 1 Current Acc	online	Goods for luncheon club	Nisbets	S	48.97	9.79	58.76	
786	15/10/2019		Bank 1 Current Acc	buscard	trolley	Amazon	E	239.94	0.00	239.94	
846	31/10/2019		Bank 1 Current Acc	online	Container	Containers direct	S	2,572.50	514.50	3,087.00	
848	05/11/2019		Bank 1 Current Acc	8335	Recycling bins	Broxap	S	1,649.85	329.97	1,979.82	
874	13/11/2019		Bank 1 Current Acc	online	Container	Containers direct	S	2,572.50	514.50	3,087.00	
1230	12/02/2020		Bank 1 Current Acc	online	De fib cabinet	Imperative Training Ltd	S	550.00	110.00	660.00	
1278	12/02/2020		Bank 1 Current Acc	8428	Bus shelters	G W Shelter Solutions Ltd	S	15,309.00	3,061.80	18,370.80	
Subtotal for Code: Projects								£53,427.77	£5,571.95	£58,999.72	
Subtotal for Cost Centre: Capital Spending								£68,033.45	8,493.09	76,526.54	

Thorpe St Andrew Town Council
Listing of Receipts in each Code for All Cost Centres
 (Between 01-04-2019 and 29-04-2020)

Cost Centre	Capital Spending	164 Projects								
Code Number	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
385	25/02/2020		Bank 1 Deposit Acc	online	Members Grant	Broadland District Council	E	500.00	0.00	500.00
394	10/03/2020		Bank 1 Current Acc	online	Grant	Norfolk County Council	X	7,276.27	0.00	7,276.27
					Subtotal for Code:	Projects		£7,776.27	£0.00	£7,776.27
					Subtotal for Cost Centre:	Capital Spending		7,776.27	0.00	7,776.27
TOTALS								£7,776.27	£0.00	£7,776.27

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EARMARKED RESERVES

Earmarked c/fwd 2020/21

Allotments	1300.00
Building Maintenance program	27700.00
Election costs	4000.00
Parks project	9000.00
River Green enforcement/maintenance	12000.00
Contingency	11000.00
Town plan	1000.00
Workshop project	17000.00
	£83000.00

Proposals for year-end additional earmarked funds

Allotments	£1000
Building Maintenance Program	£10000
Parks project	£6000 (tree management)
Contingency	£5550
Covid19 Vouchers	£1500 (Town plan/youth council underspend)
TOTAL	£24050

If the proposals are agreed the balances would be the following:

General fund balance	£79028.22
Capital Reserve	£55290.34
Earmarked Reserve	£107050.00

5

Financial Statement

(Public Meeting)

	Actual 18/19	Budget 19/20	Actual 19/20	Budget 20/21
		£		£
Income				
Town Hall	1291.32	150.00	649.26	150.00
Roxley Hall	17533.60	17000.00	15874.04	17000.00
River Green	1071.97	50.00	967.23	1000.00
Fitzmaurice Park Town Hall	26598.58	18289.00	23661.26	19500.00
Sir George Morse Park	9638.84	11500.00	11494.26	9000.00
Capital Spend	25930.84		7778.27	
Allotments	5346.40	5100.00	5740.30	5225.00
Verge Cutting	16415.45	16500.00	15845.03	16000.00
Precept	441638.00	441638.00	441638.00	507660.00
Street Lights/S137	500.00	1500.00		
Events	17585.01	12000.00	18826.22	15000.00
Business Sponsorship	1264.14	1000.00	398.00	500.00
Grants			793.00	
Community Infrastructure Levy	4807.67		3924.73	
Loan	56201.00			
Street Furniture			50.00	
Total Income	625822.82	524727.00	547639.60	591035.00
Expenditure				
Website	0.00	1000.00	4850.00	1000.00
Town Hall	21505.67	25550.00	21238.85	24400.00
Roxley Hall	12259.64	13750.00	15340.31	15000.00
River Green	3528.38	6250.00	11853.01	14750.00
Fitzmaurice Park Town Hall	25504.60	25850.00	31882.45	26575.00
Sir George Morse Park	53566.13	52500.00	61429.82	57250.00
Building Maintenance (all buildings)	10098.41	25500.00	14945.71	29000.00
Capital Spending	129848.47	24265.00	67899.78	42500.00
Allotments	5989.72	4075.00	3038.85	4475.00
Tree Management	7600.91	9000.00	1700.00	9000.00
Cemetary	2090.00	2620.00	2073.14	2730.00
Street Furniture	1250.00	1500.00	1305.83	1500.00
Street Lighting	25971.88	25760.00	36657.31	32000.00
Verge Cutting	7962.95	12500.00	8436.11	12500.00
Donations S137 Payments		550.00	2526.00	550.00
Events	21499.83	12000.00	18747.78	17000.00
Loan Repayment	33106.28	34175.00	34174.73	28191.00
BDC Elections		4000.00	4187.36	4000.00
Salaries	232694.81	230432.00	222484.37	249564.00
Business Sponsorship	1099.43	400.00	880.90	500.00
Contingency		5550.00	0.00	5550.00
Legal fees	3353.40	1500.00	3950.20	6500.00
Town plan/neighbourhood plan	379.21	1000.00	350.04	1000.00
Newsletter (previously in events budget)			1696.75	
Grants - afternoon tea community event			1505.47	
Youth Council		1000.00		1000.00
Leases - new vehicle lease	3329.76	4000.00	5042.24	4500.00
	602639.48	524727.00	578197.01	591035.00

Total Expenditure		Actual 18/19	Actual 19/20	
General Fund 1 April		110077.65	122563.20	
Add total income		625822.82	547639.60	
Deduct expenditure		-602639.48	-578197.01	
Transfer to (-) or from (+) Reserves		-10697.79	11072.43	
Balance at 31 March		122563.20	103078.22	
Represented by:				
General Fund Balance		122563.20	103078.22	
Capital Reserve		55262.77	55290.34	
Earmarked Reserves		94100.00	83000.00	
Total Net Assets		271925.97	241368.56	

TOTAL BORROWINGS 31/03/20

£248979.59 - 20 YEAR LOAN REPAYMENT PWLB (ROXLEY)
£22105.23 - 6 YEAR LOAN REPAYMENT PWLB (FITZ/TOWNHALL)
£10985.99 - BDC Community Renewables - payment via feeder
£52885.76 19 YEAR LOAN REPAYMENT PWLB (RIVER GREEN LIGHT)

Transfer to/from Reserves

Capital Reserve fund increased £27.57 Bank interest
General fund increased £11100 transfer from Earmarked reserves

General Notes to the Financial Statement

Earmarked Reserves

Earmarked 2019/20

Allotments	1300	
Building Maintenance program	27700	
Email and communication		2100 Website
Election costs	4000	
Parks project	9000	
River Green enforcement/memorial	12000	
Contingency	11000	
Street lights		9000 floodlights/car park lights
Town Plan	1000	
Workshop Project	17000	
balance c/fwd	£83,000	

Thorpe St Andrew Town Council
Variance notes for Financial Statement 01/04/19- 31/03/20

Details of significant variances between budgeted and actual income
(Significant = 15% and more than £1500)

Income	£ over/underspend	Reasons for variances
Dussindale/Fitzmaurice Pavilion	£5,372	Additional lettings
Capital Spend	£7,778	Bus shelter partnership
Events	£6,826	Additional income from events
CIL	£3,925	CIL income received from BDC

Details of significant variances between budgeted and actual expenditure

Expenditure	£ over/underspend	Reasons for variances
Website	£3,850	£2100 from earmarked reserves - updates completed
Town Hall	-£4,312	underspend on H&S, training, stationery and postage
River Green	£5,603	Taken on River Green toilets - cleaning, electricity and rates
Fitzmaurice Park	£6,032	Park equip maint £5017, seed £1186
Sir George Morse Park	£8,929	seed £2430, play equip main £1000 sports turf maint £2800, tennis court refurb £1500 and higher electricity and gas charges
Building Maintenance	-£10,554	The main focus has been the café project which was taken from Capital funds
Capital Project	£43,635	Café project £32000
Tree management	-£7,300	work done in house
Street Lighting	£10,900	Repairs £9086
Events	£6,747	less additional income
Legal fees	£2,450	£2255 employment law services
Verge cutting	-£4,060	done in house
Grants - afternoon tea exp	£1,505	new afternoon tea community event

Thorpe St Andrew Town Council
Income & Expenditure Account
01/04/2019 to 31/03/2020

(Last) Year Ended
31 Mar 2019

(Current) Year Ended
31 Mar 2020

<u>Income</u>	
16,415.45	Verge Cutting 15,845.03
9,638.84	Sir George Morse Park and Pavilic 11,494.26
17,585.01	Events 18,826.22
26,598.58	Fitzmaurice Park - Town Hall 23,661.26
5,346.40	Allotments 5,740.30
4,807.67	Community Infrastructure Levy 3,924.73
441,638.00	Precept 441,638.00
1,264.14	Business Sponsorship 398.00
500.00	S137 Payments and Donations 0.00
56,201.00	Loan Repayment 0.00
1,291.32	Town Hall Office 649.26
25,930.84	Capital Spending 7,778.27
17,533.60	Roxley Hall 15,874.04
1,071.97	River Green 967.23
	Grants 793.00
	Street Furniture 50.00
£625,822.82	£547,639.60

<u>Expense</u>	
7,962.95	Verge Cutting 8,436.11
53,566.13	Sir George Morse Park and Pavilic 61,429.82
21,499.83	Events 18,747.78
25,504.60	Fitzmaurice Park - Town Hall 31,882.45
5,989.72	Allotments 3,038.85
21,505.67	Town Hall Office 21,238.85
7,600.91	Tree Management 1,700.00
3,353.40	Legal Fees 3,950.20
1,099.43	Business Sponsorship 880.90
2,090.00	Cemetary 2,073.14
10,098.41	Building Maintenance 14,945.71
33,106.28	Loan Repayment 34,174.73
3,329.76	Leases 5,042.24
379.21	Town and Neighbourhood Plan 350.04
1,250.00	Street Furniture 1,305.83
3,528.38	River Green 11,853.01
129,848.47	Capital Spending 67,899.78
25,971.88	Street Lighting 36,657.31
12,259.64	Roxley Hall 15,340.31
232,694.81	Salaries 222,484.37
	Newsletter 1,696.75
	Grants 1,505.47
	Website 4,850.00
	S137 Payments and Donations 2,526.00
	Broadland District Council Election: 4,187.36
£602,639.48	£578,197.01

Thorpe St Andrew Town Council
Income & Expenditure Account
01/04/2019 to 31/03/2020

<i>(Last) Year Ended</i> 31 Mar 2019		<i>(Current) Year Ended</i> 31 Mar 2020
	<u>General Fund</u>	
110,077.65	Balance at 01 Apr 2019	122,563.20
625,822.82	ADD Total Income	547,639.60
<u>735,900.47</u>		<u>670,202.80</u>
602,639.48	DEDUCT Total Expenditure	578,197.01
<u>133,260.99</u>		<u>92,005.79</u>
10,697.79	DEDUCT Reserves Balance	-11,072.43
<u>£122,563.20</u>	Balance at 31 Mar 2020	<u>£103,078.22</u>

Reserves:

Capital Reserve Balance £55290.34

Earmarked Reserve Balance £83000.00

Legacy Reserve Transfers:

General Fund to Capital Reserve £27.57

General Fund to Earmarked Reserve £-11100.00

Thorpe St Andrew Town Council
BALANCE SHEET
31/03/2020

<i>(Last) Year Ended</i> 31 Mar 2019		<i>(Current) Year Ended</i> 31 Mar 2020
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
3,076.14	Debtors (Net of provision for doubtful debts)	2,827.92
21.00	Payments in advance	0.00
4,979.70	VAT Recoverable	8,089.55
0.00	Temporary lendings (investments)	0.00
287,768.22	Cash in hand	241,669.23
295,845.06	TOTAL ASSETS	252,586.70
23,919.09	CURRENT LIABILITIES	
<u>271,925.97</u>	Creditors	<u>11,218.14</u>
	NET ASSETS	<u>241,368.56</u>
122,563.20	Represented by:	
55,262.77	General fund Balance	103,078.22
94,100.00	Reserves:	
0.00	Capital	55,290.34
<u>271,925.97</u>	Earmarked	83,000.00
	Adjustments	<u>0.00</u>
		<u>241,368.56</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed

Jenn

 Responsible Financial Officer

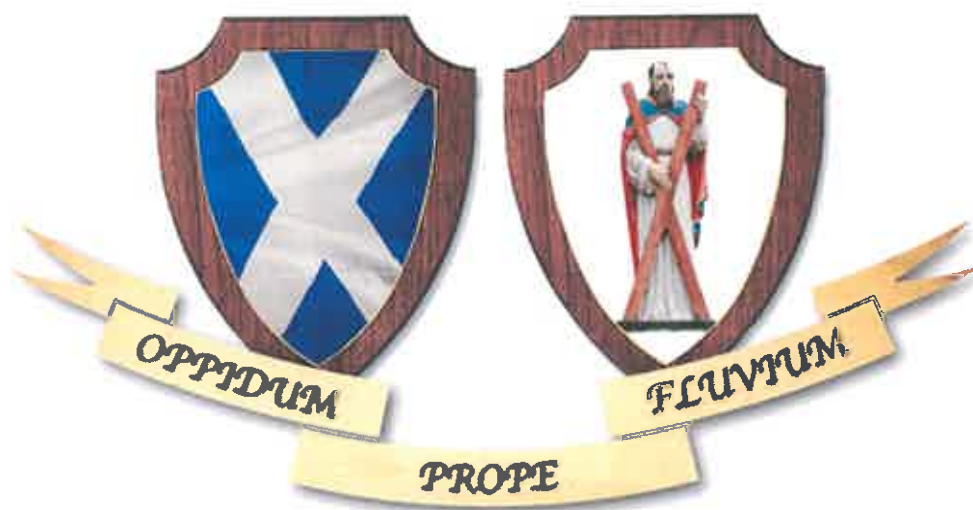
Date

20/4/20

TOTAL BORROWINGS 31/3/2020

20 YEAR LOAN REPAYMENT PWLB - ROXLEY £248979.59
 6 YEAR LOAN REPAYMENT PWLB - FITZ £22105.23
 19 YEAR LOAN REPAYMENT PWLB - RIVER GREEN LIGHTS £52885.76
 BDC COMMUNITY RENEWABLES (FEED IN TARIFF) £10985.99

THORPE ST ANDREW TOWN COUNCIL



THORPE ST ANDREW TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Finance and Staff Committee at its Meeting held on 25th February 2019

1 GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

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

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

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

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

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, the Finance and Staff Committee (not chaired by the Mayor) shall verify bank reconciliations (for all accounts) produced by the RFO. The Committee shall consider the reconciliations and the original bank statements (or similar document) and minute this as evidence of verification.
- 2.2 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 The Finance and Staffing Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Staffing Committee and the council.
- 3.3 The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council to a limit set by the council; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £3,500.

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

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

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether there is any budgetary provision for the expenditure, subject to a limit of £3,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

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

4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or the Finance and Staffing committee. The council/committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or Finance and Staffing committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance and Staffing Committee meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Staffing committee;
 - b) An expenditure item authorised under 5.6, (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Staffing Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £40,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Staffing Committee.

- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or The Finance and Staffing committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by 2 members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or the Finance and Staffing Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, and countersigned by the Clerk or RFO, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance and Staffing Committee at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO, and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO and Parks and Estates Manager and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

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

OR

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

- a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2.

7 PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or Finance and Staffing Committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff, the council must consider a full business case.

8 LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10 ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the Deputy Clerk for Committees and Events in conjunction with the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, ⁴ 18 and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

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

13 STORES AND EQUIPMENT

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

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 INSURANCE

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

16 CHARITIES

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

17 RISK MANAGEMENT

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

18 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

NOTES TO THE MODEL.

Stated dates or months may be changed to suit local circumstances.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

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**Thorpe St Andrew Town Council
Minutes of the Planning and Environment Committee meeting held on
9 March 2020 at 7.30pm**

- 1 Present:**
Mr J Fisher (Chairman)
Mr P Berry Mr T Garner Mrs F Fisher Mr S Snelling

Mr F Bowe

In attendance:
Dr T Foreman (Town Clerk)

13 Members of the public were present

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item

3 MINUTES

The minutes of the meeting held on 13 January 2020 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

There were a significant number of objections to The Buck Public House. These were in addition to the letters received prior to the meeting objecting to the application. Representations were also heard regarding 3 Furze Avenue and 10 Acacia Road.

5 PLANNING APPLICATIONS

20200206 – 6 Furze Ave – No objection

20200224 – 25 Belmore Rd – No objection, except to ensure there is a gap retained with number 27.

20200263 – 10 Armstrong Rd – No objection

20200270 – 15 Charles Ave – No objection

20200336 – 58 St Williams Way – No objection

20200284 – The Buck Public House - the Town Council objects to the retrospective application for The Buck public house (application 20200284). Following a visit to the site, there were significant concerns regarding the restricted access created by the narrowing of the access to the site with bollards. It appears utility vehicles, including refuse collectors, no longer access the site and large vehicles including emergency vehicles are likely to have significant difficulty accessing The Buck, the houses at the rear of the car park, and the Church.

Those who have a right of way are distressed, with the belief that their movements are being monitored and that insufficient safeguards are in place to protect their data. Those residents who are less mobile cannot be dropped to their front door, as taxi drivers and visitors now refuse to now enter the site through fear of being charged or ticketed. In addition to planning policy, these concerns were raised in relation to the right to private and family life, equality legislation, and GDPR.

Being mindful of these concerns, and considering the impact, design, and layout of the development, the Town Council believe the application does not comply with the following:

- Policy 2 of the Joint Core Strategy for Broadland, Norwich and South Norwich (2011) (amended 2014) which requires development to create a strong sense of place. That the proposals respect local distinctiveness including the landscape character and historic environment, including conservation areas and the Broads Area.
- Policy EN2 of the Development Management DPD 2015 which states development proposals should have regard to the Landscape Character Assessment, as well as seek to protect and enhance the setting of the Broads Area, conservation areas and historic parks/green spaces.
- Policy GC4 of the Development Management DPD 2015 which states that development will be expected to achieve a high standard of design and avoid any significant detrimental impact. Further, that proposals should pay adequate regard to the environment, character and appearance of an area. It should reinforce local distinctiveness through careful consideration of the appearance of new development including landscaping. It should consider the impact upon the amenity of existing properties.
- Paragraph 127 of the NPPF which states the development should preserve the local character and landscape setting of the area.
- Section 72 (1) of the Planning (Listed Building and Conservation Areas Act) 1990 states that special attention must be paid to the desirability of preserving or enhancing the character or appearance of a conservation area.
- Paragraph 184 of the NPPF says that when considering the impact of a proposed development on the significance of designated heritage asset (including conservation areas), great weight should be given to the asset's conservation. Significance can be harmed or lost through alteration of a heritage asset, and the proposed use of the public house car park, by making it a chargeable local facility, undermines the viability

and potential of The Buck public house, a key asset of community value and asset of historic importance.

In doing so, the Public House, which is the prominent business asset of the site, is reduced in significance and importance on the site; instead it is dominated by the signage and ancillary apparatus to create an income generating car park facility.

20200297 – 39 Bishops Close – Council regrets the loss of the hedge and would like assurance works will not take place during bird nesting season

20200332 – adj 6 Green Lane – No objection

20200357 – 10 Acacia Rd – Objections regarding privacy, that the development is un-neighbourly and overdevelopment. The Council believes the design to be poor with the large flat roof and that the size will obstruct light to the neighbour and create a sense of enclosure.

20200381 – 101 St Williams Way – No objection

BA/2020/0023/COND allow residential occupation, removal of condition 2 of permission BA/2014/0114/COND – Objection to the residential occupation based on its location, access to services and the Councils views concerns raised as part of application BA/2014/0114/COND.

BA/2020/0052/TCAA – Thorpe Hall – G1 remove Leylandii and replace with Hornbeam - No objection

BA/2020/0032/TCAA – 16 Thorpe Hall Close – no objection to the works and given details of site visit, the Council would not object to the felling of the trees.

6. ENFORCEMENT NOTICES

Noted.

7. DOG AGILITY AREA

The Committee was updated on a plan proposed by three District Councillors to help fund a dog agility area at the Dussindale Park. The Town Clerk explained that the sum being funded totaled £1,500, however with further funds from the Council more work could be achieved in house. It was **RESOLVED** to support the project within the maintenance and capital budgets for the park and that an area in the Queen Elizabeth woods be designated for this purpose.

8. NORWICH FRINGE PROJECT

The Committee considered correspondence regarding out of date walking leaflets created by the FRINGE project for Thorpe St Andrew. It was **RESOLVED** to write to them and suggest the installation of way finder signage and accessibility status of the walks they propose.

The meeting closed at 09:00pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 16 March 2020 at 7.30pm**

1 Present:

Miss S Lawn (Chairman)

Mr I Mackie

Mr J Emsell

Mr F Bowe

Mr S Snelling

Mr Fisher

Mr J Ward

Apologies: Mr L Reeves and Mr N Shaw

In attendance:

Dr T Foreman (Town Clerk) Mrs J Fenn (Deputy Clerk & RFO) Mrs F Bass (Deputy Clerk, Committees and Events)

Fr James Stewart, Mr P Berry and two members of the public were present

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held 27 January 2020 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

None

5 FINANCE

- a. Annual Review of Effectiveness or Internal Control – Approved and Signed
- b. Annual Review of Internal Audit - Approved
- c. Risk Assessments - Approved
- d. RFO Job Description - Approved
- e. Standing Orders – Approved and Signed
- f. Appointment of Internal Auditor – Approved for the appointment of Ms P James
- g. Summary of Receipts and Payments - Approved
- h. Variances 1/4/19 to 10/3/20 - Approved

6 UPDATE ON STAFFING

Dr T Foreman updated the Committee on the resignation of a member of staff to progress their career in a specialist area of parks work. It was **RESOLVED** to advertise to replace the member of staff as soon as possible, in addition to other vacancies. It was further requested that the appreciation of the Committee be passed onto the member of staff for their work within the community.

7 CONTINGENCY PLANNING

The Committee considered the Town Council Emergency Plan and the Pandemic

Coronavirus/Influenza Policy in depth. There was significant discussion related to the need to meet the needs of the community, in addition to meeting the responsibility of the Council to protect its staff. There was strong support in taking a leading role within the community and that the Council should work closely with other community partners such as the Parish Church and Royal British Legion. Given the impending newsletter delivery date, the practicality of changing the newsletter as a result of the coronavirus pandemic was discussed.

It was proposed by Miss S Lawn, seconded by Mr J Fisher and

RESOLVED

- That both the Emergency Plan and Pandemic Coronavirus/Influenza Policy be adopted in full
- That the 8-page newsletter be redesigned as a 'Community Support Edition' within the next three days. The newsletter should be printed and delivered by 21st March 2020.

8. COMMISSIONERS CUT LEASE

The Committee received a presentation by the Town Clerk relating to the history and maintenance of the picnic area near Commissioners Cut. It was noted that the area is not well-used owing to the increased illegal mooring in the area, and that the current owners represented a profit generating company.

It was proposed by Mr J Ward, seconded by Mr F Bowe and

RESOLVED

That subject to legal advice, the Town Council would surrender the lease to Commissioners Cut.

9. FOOTBALL/CRICKET FEES AND DEVELOPMENT UPDATE

Mrs J Fenn provided an update on the proposed Football and Cricket fees. Dr T Foreman explained that Mr D Sayer had prepared these in advance of the meeting.

It was proposed by Miss S Lawn, seconded by Mr J Emsell and

RESOLVED

The football and cricket fee proposals for 2020/21 are adopted.

10. CORRESPONDENCE ON CHARITY USE OF PARKLAND

The Committee considered the proposal for charitable use of public open space by a car group. It was anticipated that given the pandemic coronavirus restrictions, public gatherings should be minimised and therefore the request will be refused.

The meeting closed at 10.00pm.

Signed: Dated:

Thorpe St Andrew Town Council



Town Council : 4th May 2020

Confirm Committee Terms of Reference

Agenda Item: 9

Reason for this Report

This report has been prepared for the Town Council to approve the terms of reference for the Committees of the Town Council.

Result

The terms of reference for each committee is contained in Appendix A

Advice

The Town Council is requested to approve the committee terms of reference.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are no financial implications arising from this report.

Appendix A

Planning and Environment Committee

1. Terms of Reference

- a. To receive, consider and comment on all planning applications concerning the Town.
- b. Aim to visit the sites of planning applications where appropriate
- c. To notify the applicant of the date of the meeting when the application would be considered and also notify neighbours where appropriate.
- d. To take into account any planning matters raised by members of the public.
- e. To make recommendations to Broadland District Council, Norfolk County Council, the Broads Authority and neighbouring authorities.
- f. To report all planning decisions to the Town Council
- g. To monitor and consider policy issues in relation to, and to scrutinise the operation of, environmental services
- h. To consider, manage and oversee environmental projects or programmes
- i. To take any other action needed to achieve the above objective.

2. Delegated Function

- a. Where necessary in order to meet statutory limits a response would be delegated to the Clerk and Chairman.
- b. To commit to spend up to £6,000 on any one project or annual environmental contract without referral to the Town Council, with a limit of £6,000 at any one meeting.

Finance and Staffing

1. Terms of Reference
 - a. To review project proposals prior to inform Town Council meetings
 - b. To oversee project working within the powers outlined in the terms of reference
 - c. To assist the Responsible Financial Officer in producing and monitoring the annual budget by receiving and reviewing budget requests as per guidelines.
 - d. To recommend an annual budget to the Town Council.
 - e. To review the financial risk assessments and regulations of the Council on an annual basis.
 - f. To oversee and approve staff appointments. To require new employees to serve a probationary period and to confirm that appointment in writing when the probationary period has been satisfactorily completed.
 - g. To provide all staff with a job description, terms of conditions and service contract and copies of the Disciplinary and Grievance policy
 - h. To provide job descriptions to all Council members
 - i. To conduct annual staff appraisals
 - j. To ensure satisfactory working conditions for all staff and the protection of their employment rights.
 - k. General Data Protection Regulations
 - i. To determine the purpose and manner of processing personal data according to the law
 - ii. To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
 - iii. To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
 - iv. To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
 - v. To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
 - vi. To receive reports from the DPO of any investigation of breaches which might need to be undertaken
 - vii. To make an annual review of the GDPR Policy and recommend any changes to Council which might be required
 - viii. To recommend to Council any changes which may be required in Standing Orders in respect of DP
2. To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.
3. Delegated Power
 - a. To commit to spend up to £10,000 on any one project without referral to the Town Council meeting, with a limit of £15,000 at any one meeting.

Events and Media Committee

1. Terms of Reference

- a. To organise recreational events with a budget set and agreed with the Town Council.
- b. To put forward a budget for the Committee's proposed recreational activities in the following financial year to meet any deadline set by the Town Council.
- c. To ensure meetings are held to discuss the format, timings, staffing and health and safety issues at each event.
- d. To ensure that Thorpe St Andrew News is produced each year.
- e. To ensure that meetings are held to discuss the content of each issue well in advance of the publication date, to allow for compilation, printing and distribution.
- f. To negotiate and determine the cost of production and delivery for the council and to ensure that this is allowed for in the yearly budget.
- g. To arrange the distribution of the Town Council News throughout Thorpe St Andrew.
- h. To review and evaluate the content of the town council website and to ensure that it is updated regularly.
- i. To provide a platform to represent the views of local people and to advertise events in Thorpe St Andrew.
- j. To coordinate and approve publicity material of Town Council events.

2. Delegated Power

- a. To commit to spend up to £6,000 on any one event without referral to the Town Council, with a limit of £6,000 at any one meeting.